



Submitter User Guide

Version 6.6



*Navigating the future of your expense accounts,
Working together to get there faster...*

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Chapter 1

- Getting Started

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Introduction

This application is a Java-based expense reporting tool created to simplify the way you produce, approve, organize, and submit expense reports.

The application can be used on a laptop computer when you travel or on your personal computer at work or home. Whichever way you use it, the program helps you to improve the efficiency and accuracy of your expense management.

The application is divided into four modules:

- Submit/Approve Module
- Audit Module
- Shared Services Module
- Receipts Administration Module

About the Online Help

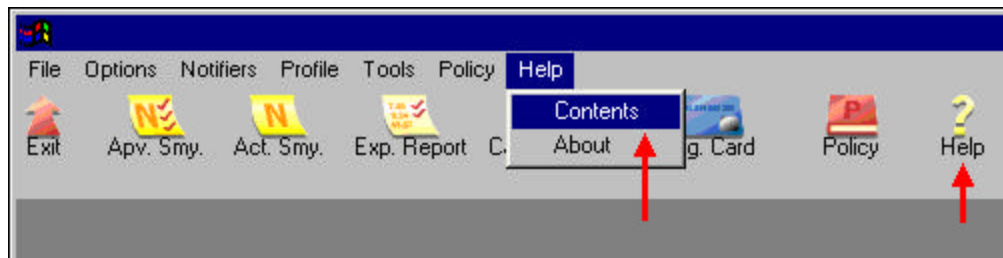
This application comes with an extensive HTML-based online help program designed to train you on using the application effectively. The online help has two primary functions:

1. **Tutorial:** The online help is structured like a tutorial with a table of contents to help you learn each feature in the application.
2. **Window Level Help:** Each window in the application has a Help button that is linked to a help topic which describes how to properly use that particular window.

Accessing the Online Help:

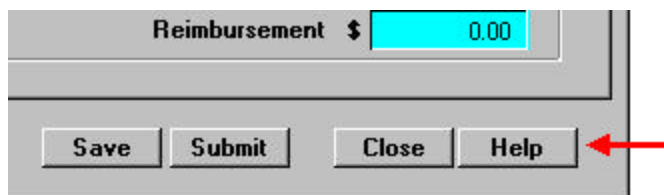
To use the online help as a tutorial when learning the application:

- From the Main Window, click **Contents** on the **Help** menu or click the **Online Help** button.



- To access online help on a particular window you are using, simply click the **Help** button found in the bottom right-hand corner of the window.

Example



Sign-On to the Expense Report Module

Note: In order to access the Expense Report module the Application Administrator must grant you access to this module in your personal profile.

Sign-on to the Expense Report module:

1. Start-up your local internet browser (e.g. MS Internet Explorer, Netscape Navigator).
2. In the address field, type in the http address that your company has assigned to access the Expense Report application (e.g. <http://SERVERNAME:WEBLOGICPORT/html/index.html>).

Note: If you do not know the html address, ask your Application Administrator.

Result: The welcome screen will appear.

3. Enter your sign-on ID and password in the fields provided.

Note: If you forget your sign-on ID or password, you cannot sign-on. Therefore, you should see your Application Administrator for assistance.

4. Click the **Sign On** button.

Result: If your sign-on is successful the start-up screen will appear. The start-up screen will list the modules to which you have access (according to your personal profile configuration).

5. Click the hyperlink for Expense Report.

Result: The Main Window will appear.

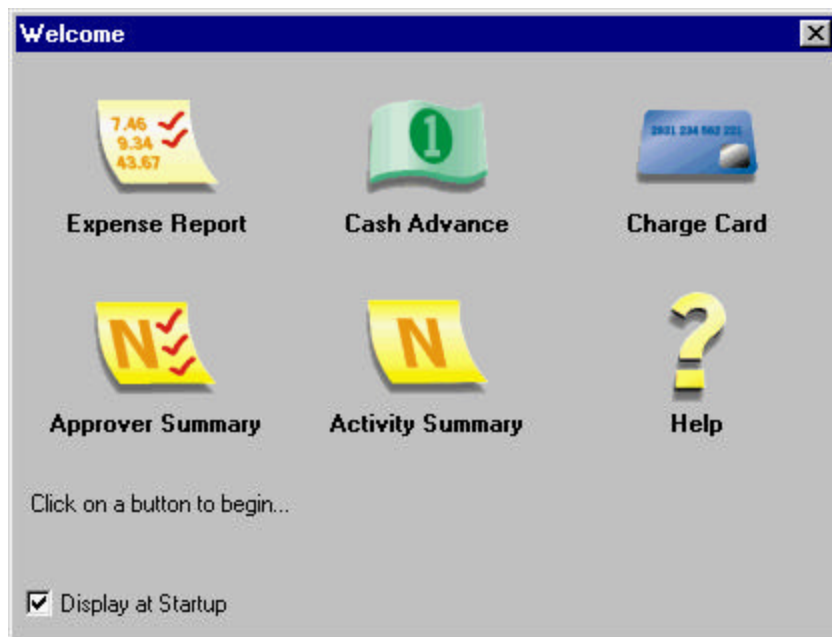
See Also

- Change Password Window
- Using "Service Access" to Access Another User's Login Account

Welcome Window

The Welcome window appears when you first login to the Submitter/Approver module. This window contains several buttons that will provide you with quick access to the five main windows in the Submitter/Approver module:

- Expense Report window
- Cash Advance window
- Charge Card window
- Approver Summary window (Approvers Only)
- Activity Summary window
- The Welcome window also contains a Help button that will open the online help program.



The ☒ **Display at Startup** check box allows you to deactivate the Welcome window so that the next time you login to the Submitter/Approver module the window will not appear. Should you wish to reactivate the welcome window, there is a ☒ **Show Welcome at Start** check box on the Personal Profile window which you can check to reactivate the window.

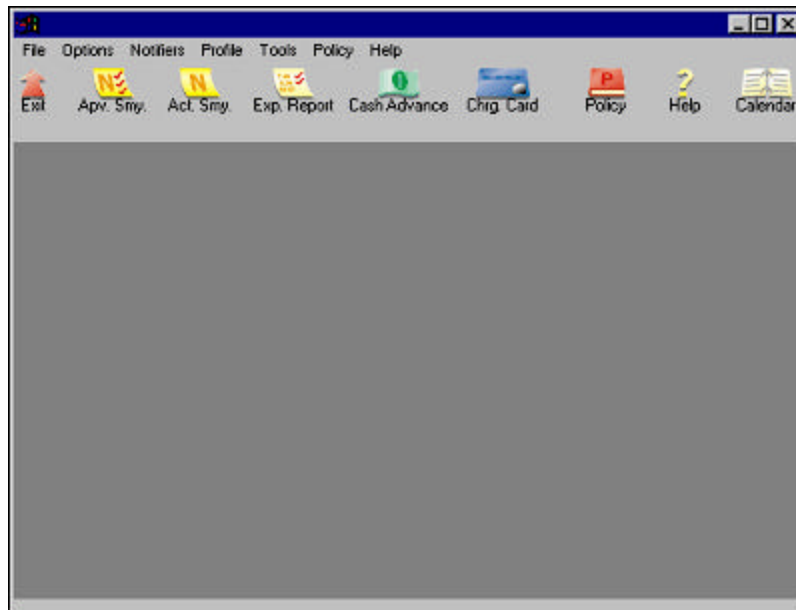
To close the Welcome window simply click the button in the top-right corner of the window.

Main Window

The **Main Window** is your personal control center to the Submit/Approve Module. It allows you to access all the program functions you are authorized to use.

This window has the following features:

- Menus
- Toolbars and Buttons



Menus

The menu bar on the Main Window allows you to access multiple windows and perform various functions.



- | | | |
|------------|------------|--------------|
| 1) File | 2) Options | 3) Notifiers |
| 4) Profile | 5) Tools | 6) Policy |
| 7) Help | | |

1) File Menu

<i>Menu Option</i>	<i>Description</i>
Service Access	Access the Service Access module.
Exit Service Access	Exit the Service Access module and return to your personal login account. Note: This option is only available when running the application in Service Access mode.
Exit	Exit the application.

2) Options Menu

<i>Menu Option</i>	<i>Description</i>
Expense Report	Open a new expense report in the Expense Report window.
Cash Advance	Open a new cash advance request in the Cash Advance Request window.
Charge Card Statement	Open the Charge Card Statement window.

Continue on next page...

3) Notifiers Menu

Menu Option	Description
Approver Summary	Open the Approver Summary window. Note: This option is only available for users with Approver authority.
Activity Summary	Open the Activity Summary window.

4) Profile Menu

Menu Option	Description
Change Password	Open the Change Password window.
Personal Profile	Open the Personal Profile window.
Charge Card Information	Open the Charge Card Information window.
Banking Information	Open the Banking Information window.
Approval Hierarchy	Open the Approval Hierarchy window.
Personal Picklist	Open the Personal Picklist window.
Personal Split Formula	Open the Personal Split Formula window.

5) Tools Menu

Menu Option	Description
Reconnect	Open the Change Password window.
Calendar	Open the Calendar window.
Financial Code	Open the Financial Code window.
Check PD Rates	Open the PD Rate Checker window.

Continue on next page...

6) Policy Menu

<i>Menu Option</i>	<i>Description</i>
View	Display your company's travel policy.

7) Help Menu

<i>Menu Option</i>	<i>Description</i>
Contents	Access the application's online help.
Calendar	Display the application's version number.

Toolbars and Buttons

The Main Window contains Toolbar buttons which allow you to access the many feature windows in the application.



Exits the application



Opens the Approver Summary window (available to Approvers only)



Opens the Activity Summary window



Opens the Expense Report window



Opens the Cash Advance Request window



Opens the Charge Card Statement window



Displays your company's travel policy



Opens the Online Help at the Submit/Approve Help Contents



Opens the Calendar window

Activity Summary Window

Use the Activity Summary window to manage your existing expense reports and cash advance requests.

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00003	Unsubmitted	Trip to Vegas	30.00	🚩	27 May 2001

To access the Activity Summary window:

1. Open the Main Window.



2. Click the button on the toolbar.

Use this window to:

- View the status of your pending and/or approved expense reports and cash advance requests.
- View the Event Log.
- Modify an Expense Report
- Modify a Cash Advance Request
- Delete an Expense Report
- Delete a Cash Advance Request
- Reroute a Stale File to Another Approver
- Skip the Approver Who Allowed a File to Become Stale


See Also

- File Statuses

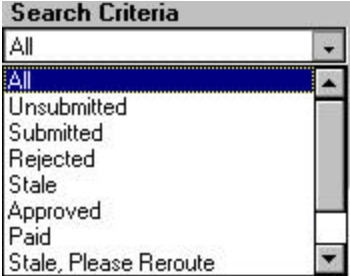

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Personal Summary Table

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00003	Unsubmitted	Trip to Vegas	30.00		27 May 1999


Column Heading	Description:
Report #	The report number assigned to the file.
Status	The current status of the file.
Purpose	A description of the file's purpose.
Reimbursement	The file's reimbursement amount.
Flag	If the file contains a company travel policy violation, then the Flag column will display the flag icon  .
Date	The date the file was created.

Window Fields




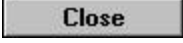
Field Name:	Description:
 <p>The screenshot shows a window titled "Search Criteria" with a drop-down list. The list is currently set to "All" and is expanded to show other options: "Unsubmitted", "Submitted", "Rejected", "Stale", "Approved", "Paid", and "Stale, Please Reroute".</p>	Use the Search Criteria drop-down list to specify which files you wish to display, according to their file status.
 <p>The screenshot shows three radio button options: "PD Expense Report" (selected), "Expense Report", and "Cash Advance".</p>	<p>Click the <input checked="" type="radio"/> PD Expense Report option button to display only per diem expense reports.</p> <p>Click the <input type="radio"/> Expense Report option button to display only expense reports.</p> <p>Click the <input type="radio"/> Cash Advance option button to display only cash advance requests.</p>

Continue on next page...

Window Fields, continued

Field Name:	Description:
	<p>Use the Date Range fields to display files according to a specific date range.</p> <p>When you open the Activity Summary window the Date Range TO field will default to the current date.</p> <p>The Date Range FROM field will default to the date calculated by subtracting, from the current date, the number of days set in the Date Range Act Sum field on the Personal Profile window.</p> <p>When you open the Activity Summary window the Search Criteria field will default to "ALL". Therefore, all records within the default date range will be displayed. The user can narrow down the file list by selecting a different search criteria.</p> <p>If the date range fields are modified, click the Search button to re-execute the query. Only reports that meet the search criteria, and are within new date range, will be displayed.</p> <p>If you enter a date in the FROM field that is greater then the date in the TO field, an error message will appear if you click the Search button.</p> <p>A message will appear if no records are found in the selected date range.</p> <p>If you enter an invalid date in either of the date fields, an error message will appear if you click the Search button.</p>

Window Buttons

Button Name:	Description:
	To open the file you have highlighted on the Activity Summary, click the Open button.
	To display the Event Log for the file you have highlighted on the Activity Summary, click the Event Log button.
	To delete the file you have highlighted on the Activity Summary, click the Delete button.
	Click the Close button to exit the Activity Summary window.

View Travel and Entitlements Policy

You should be familiar with your organization's travel and entitlements policy. However, you may need to refer to it while using the application.

To access your organization's travel and entitlements policy:

- From the Main Window, click the **Travel Policy** button



Chapter 2

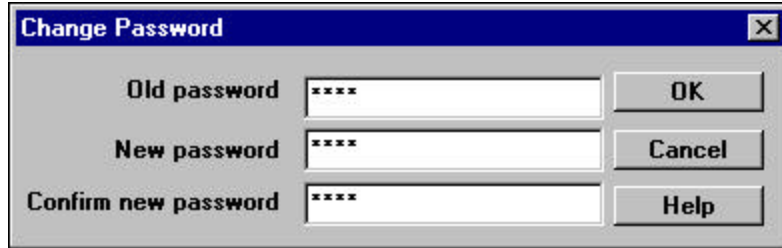
- User Options

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Change Password Window

Use the Change Password window to change your login password. To open the Change Password window you must be connected to the Local Area Network (LAN).



To ensure your information remains secure, it is recommended that you follow several guidelines when creating or modifying your password:

- Change your password on fixed intervals (the program will prompt you to do this).
- Use a mix of alphanumeric characters. e.g. TRACEY6789
- Never reveal your password to anybody.
- Never keep a paper copy of your password near your computer.

To change your password:

1. Open the Main Window.
 2. From the **Profile** menu, select **Change Password**.
- Result:** The Change Password window will appear.
3. In the **Old Password** field, enter your current password.
 4. In the **New Password** field, enter your new password.

Note: The number of characters in your password is determined by your Application Administrator.

5. In the **Confirm New Password** field, re-enter your new password.
6. Click the **OK** button to save your changes and exit the Change Password window.

See Also

- Logging In to the Application

Personal Profile Window

The Personal Profile window displays your employee information and personal system settings. Some of these settings can be modified, while the remaining settings can only be modified by the Application Administrator.

The Personal Profile window contains three tabs:

- User Information Tab
- Address & Phone Tab
- Defaults Tab
- PTP Tab

To open the Personal Profile window:

1. Open the Main Window.
2. From the **Profile** menu, select **Personal Profile**.

User Information		Address & Phone		Defaults		PTP	
Employee ID	BH22			Login ID	BHAPPROVER1		
				Guideline Level	Mitre		
Last Name	Hynes			Threshold Amount	0.00		
First Name	Bryan2			Position	Sales Manager		
Middle Initial				Company	ABC Inc.		
SSN/SIN	1234657890			Department	Sales		
				A. Agency	29922		
				Division	229		

User Information Tab

The User Information tab, on the Personal Profile window, allows you to view the personal information that your Application Administrator has recorded about you. Your user information can only be modified by the Application Administrator.

User Information		Address & Phone	Defaults	PTP
Employee ID	BH22	Login ID	BHAPPROVER1	
Last Name	Hynes	Guideline Level	Mitre	
First Name	Bryan2	Threshold Amount	0.00	
Middle Initial		Position	Sales Manager	
SSN/SIN	1234657890	Company	ABC Inc.	
		Department	Sales	
		A. Agency	29922	
		Division	229	

The table below describes the fields displayed on the User Information tab.

Field:	Description:
Employee ID	Your employee identification number
Last Name	Your last name
First Name	Your first name
Middle Initial	Your middle initial
SSN/SIN	Your Social Security Number (U.S.) Your Social Insurance Number (Canada)
Login ID	Your Login ID
Guideline Level	Your assigned guideline level.
Threshold Amount	Your maximum spending level per expense report, otherwise known as your submitter threshold. Note: If this field displays "Not Applicable", then the user has not been assigned a guideline level.
Position	Your position in the company

Continue on next page...

User Information Tab, continued

Field:	Description:
Company	Your company name.
Department	The department that you work in (Admin, Management, etc.)
A. Agency	The Administering Agency to whom you are affiliated with.
Division	Your division location.

- To save any changes, click the **Save** button.
- To close the Personal Profile window and return to the Main Window, click the **Close** button.

Address & Phone Tab

The Address & Phone tab, on the Personal Profile window, allows you to view and modify your home/work address and phone number.

Note: If you cannot modify any of the fields below, then your Application Administrator may have restricted you from being able to modify your Personal Profile.

The screenshot shows the 'Address & Phone' tab selected. At the top, there are four tabs: 'User Information', 'Address & Phone' (selected), 'Defaults', and 'PTP'. Below the tabs, there are two radio buttons: 'Office' (selected) and 'Home'. The 'Office' section contains the following fields: 'Address' (with a multi-line input showing '6275 Northam Drive' and 'Building 1'), 'City' (Nashville), 'Postal / ZIP' (37201), 'Province/State' (Tennessee), and 'County' (Davidson). To the right of these fields are two more input fields: 'Phone/Ext' (4238889999) and 'Fax' (4235556666).

Click the ☒ **Office** option button to display your office address and phone number.

Click the ☐ **Home** option button to display your home address and phone number.

The table below describes the fields displayed on the Address & Phone tab.

<i>Field:</i>	<i>Description:</i>
Address	Your office/home address.
City	The city where you work/live.
Province/State	The province/state where you work/live.
Postal/Zip	The postal/zip code of where you work/live.
County	The county where you work/live.
Phone	Your home/office phone #
Fax	Your work fax #

- To save any changes, click the **Save** button.
- To close the Personal Profile window and return to the Main Window, click the **Close** button.

Defaults Tab

The Defaults tab, on the Personal Profile window, allows you to view and modify your system default fields.

The table below describes the fields displayed on the Defaults tab.

Note: In the table below, upper-case headings represent the fields that cannot be modified by the user. Only the Application Administrator can modify these fields. If you cannot modify any of the fields below, then your Application Administrator may have restricted you from being able to modify your personal profile.

<i>Field:</i>	<i>Description:</i>
PREFERRED LANGUAGE	The language you prefer to work in.
DEFAULT CURRENCY	Your company's base currency.
APPROVAL CHAIN	The name of your Default Approval Chain.
Use Folio Wizard <input checked="" type="checkbox"/>	Select this check box <input checked="" type="checkbox"/> if you wish to use the Hotel Folio Wizard to complete the Hotel Folio.
Show Welcome at Start <input checked="" type="checkbox"/>	As long as this check box <input checked="" type="checkbox"/> is selected the Welcome Window will appear each time you login to the application.

Continue on next page...

Defaults Tab, continued

Field:	Description:
Date Range Act Sum	<p>Enter the number of days into the past the default date range will cover when searching for a file or files on the Activity Summary window. Use the date range feature to retrieve specific files on the Activity Summary according to a specific date range.</p> <ul style="list-style-type: none"> You may enter a value from 0 to 999999999. The number value represents the number of days into the past the search range must cover, beginning with the current date. If the field is set to 0, then only records for the current day will be displayed. The field will not accept non-numerical characters. <p>For more information see the topic <i>Date Range Functionality</i>.</p>
Date Range Apr Sum (Approvers Only)	<p>Enter the number of days into the past the default date range will cover when searching for a file or files on the Approver Summary window. Use the date range feature to retrieve specific files on the Approver Summary according to a specific date range.</p> <ul style="list-style-type: none"> You may enter a value from 0 to 999999999. The number value represents the number of days into the past the search range must cover, beginning with the current date. If the field is set to 0, then only records for the current day will be displayed. The field will not accept non-numerical characters. If you are not an Approver, the Apv. Sum field will not appear. <p>For more information see the topic <i>Date Range Functionality</i>.</p>
EMAIL ADDRESS	Your email address at work
EMAIL ID	Your email ID
PDA FILE LOCATION	<p>Click the Browse button and select the location of the PDA file.</p> <p>Once the PDA file has been located, click the Upload button to upload the expense transaction data from the PDA file to the Charge Card Statement window.</p> <p>PDA File – When a user transfers expense transaction information from their hand-held device (e.g. PalmPilot) to the expense report application, a PDA file is generated. The PDA file is used to upload the data to the Charge Card Statement window.</p>
SEND STALE FILE TO	The individual who will be notified if your file achieves a Stale status.

Continue on next page...

Defaults Tab, continued

Field:	Description:
Service Access By	Enter the login ID of the person in your company who you wish to grant permission to create expense reports and cash advance requests on your behalf.
MILEAGE TOTAL	The accumulated mileage you have recorded for business trips.
Autosave Interval	Enter the number of minutes separating each auto-save routine to be run while you are operating in the Submit/Approve Module. For more information see the topic <i>Auto Save Feature</i> .
Proxy Approver (Approvers Only)	From the drop-down list, select your Proxy Approver.

- To save any changes, click the **Save** button.
- To close the Personal Profile window and return to the Main Window, click the **Close** button.

PTP Tab

The PTP tab, on the Personal Profile window, allows you to view your Point to Point (PTP) feature settings.

The screenshot shows the 'PTP' tab selected in a window with four tabs: 'User Information', 'Address & Phone', 'Defaults', and 'PTP'. The 'PTP' tab contains the following settings:

- ORG Vehicle:** A checkbox that is checked.
- Default Origin:** A text field containing 'Orlando, Orange, Florida' and a dropdown arrow.
- Allotment Segment:** A text field containing '63' and a dropdown arrow.

PTP Tab Fields



The table below describes the fields displayed on the PTP tab.

Field:	Description:
<input checked="" type="checkbox"/> Org Vehicle	<p>Introduction</p> <p>Mileage expenses can only be claimed by employees who use their own vehicles on business trips. If a mileage expense is claimed by an employee using a company vehicle, the user's expense report will be flagged.</p> <p>Functionality</p> <ul style="list-style-type: none"> Employees who use a company vehicle on business trips will have the ORG Vehicle check box selected. These employees are NOT eligible to claim a mileage expense. If a user attempts to claim a mileage expense, their expense report will be flagged. Employees who use their own vehicle on business trips will NOT have the ORG Vehicle check box selected. These employees are eligible to claim a mileage expense. <p>Note: This field can only be modified by the Application Administrator.</p>

Continue on next page...

PTP Tab Fields, continued

The table below describes the fields displayed on the PTP tab.

Field:	Description:
Default Origin	<p>Purpose</p> <p>This field displays the location representing the user's default point of origin. This location will appear in the From field each time the user creates a new trip on the Point to Point window.</p> <p>Functionality</p> <p>To modify this field, click the  button beside the Default Origin field to open the Location window. Use the Location window to select a different location.</p>
Allotment Section	<p>This field displays the user's default allotment code.</p> <p>To modify this field, click the  button beside the Allotment Section field to open the PTP Allotment window. Use this PTP Allotment window to select the user's default allotment code.</p>

PTP Allotment Window

Use the PTP Allotment window to select your default allotment segment code.

ID	Segment 1	Segment 2
1	S1	S2
2	S21	S22
4	01AAV112	Z1
5	01AAV112	33101
7	302	33101
21	339	33901
22	339	33101
49	339	33908
61	339	33106
62	339	33109
63	339	33917
101	S101_1	S101_2
102	S102_1	S102_2

Travel Time Required: No

Vicinity Miles Allowed: No

VM Per Segment Allowance: 17

Mileage Rate Override:

Miles Per Hour: 0


Defined Field 1: DEPDIV

Defined Field 2:

Defined Field 3:

OK Cancel Help

To open the PTP Allotment window

1. Open the Personal Profile window.
2. Click on the **PTP** tab.
3. Click the  button beside the Allotment Segment field.

Result: The PTP Allotment window will appear.

To select an allotment segment code:

1. Click on the desired allotment segment code.
2. Click the **OK** button.

Result: The selected allotment segment code will appear in the Allotment Segment field on the Personal Profile window.

Continue on next page...

Window Fields

Field:	Description:
Time Required	<ul style="list-style-type: none"> • Default value set to "YES". • If set to "Yes" the start and end time fields in the Submit/Approve module will be mandatory when creating trip line items in an Expense Report. (Note: MPH can be calculated) • If set to "No" the start and end times fields will NOT be displayed when creating trip line items in an Expense Report. (Note: MPH will not be calculated)
Vicinity Miles Allowed	<ul style="list-style-type: none"> • Any odometer reading mileage that is in excess of the point-to-point is vicinity mileage. • Default value set to "YES". • If set to "Yes" the "Vicinity" field in the Submit/Approve module is displayed and manual entry is permitted when creating a trip in an Expense Report. The field "Vicinity Description" is also enabled to capture vicinity mileage information. • If set to "No" the "Vicinity" field in the Submit/Approve module is not displayed when creating a trip in an Expense Report. The "Vicinity Description" field is not displayed.
VM per Segment Allowance	<ul style="list-style-type: none"> • This section will be enabled only if the section "Vicinity Miles Allowed" is set to "Yes". • When enabled, the field is set to "blank", indicating that the allowance is unlimited. • If a value is entered in the field this will become the allowance for "Vicinity" mileage. <p>Note: If the "Vicinity" mileage entered for a leg of a trip is greater than the mileage entered in the "VM per Segment Allowance" field, the record is flagged. This will provide approvers with a visual indication that the VM per Segment Allowance was exceeded)</p>

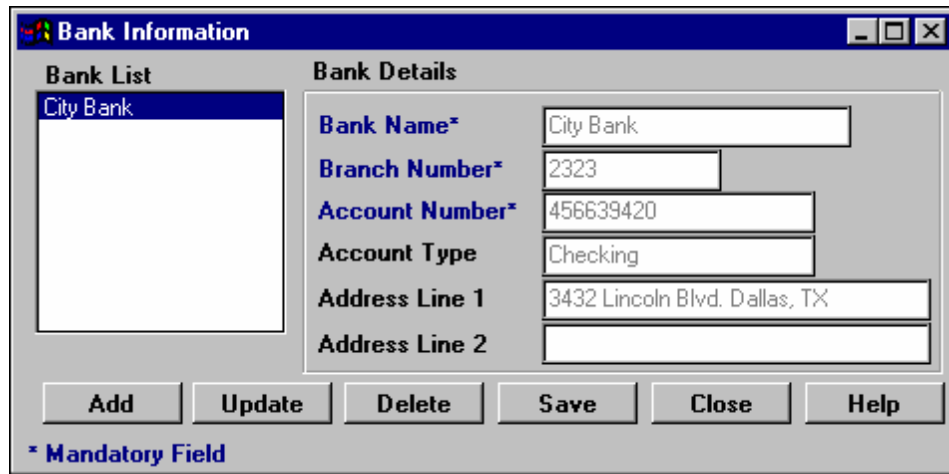
Continue on next page...

Window Fields, continued

Field:	Description:
Mileage Rate Override	<ul style="list-style-type: none"> The Mileage Rate Override takes precedence over the "Guideline Policy" rate set for a category associated with the Point to Point functionality; Provided the Trip leg record "Date" is within a POP Mileage Rate "Date". When creating an Expense Report with PTP functionality, to obtain a mileage rate, the system will first search the POP Mileage Rate to obtain a rate if one exists for the "Date" required. If one does not exist, the system will take the rate given in the "Guideline Policy" rate set for a category.
Miles Per Hour	<ul style="list-style-type: none"> The system should calculate the miles per hour. A warning flag should appear if over preset mph. This flag should be reported to the approver. Field is enabled if "Travel Time Required" setting is enabled. Default value is "Blank" to indicate the setting is unlimited. The MPH field will accept positive real numbers. If a value is set, the value is the MPH guideline. <p>Note: If the MPH of a trip exceeds the MPH guideline, the system will flag this. This will provide the approvers with a visual indication that the MPH guideline was exceeded for a specified trip.</p>
Defined Field 1 to 3	<ul style="list-style-type: none"> Note: For future use.

Banking Information Window

Use the Banking Information window to manage your banking details and bank list.



The screenshot shows a window titled "Bank Information" with a blue header bar. It is divided into two main sections: "Bank List" on the left and "Bank Details" on the right. The "Bank List" section contains a list box with "City Bank" selected. The "Bank Details" section contains several text input fields: "Bank Name*" (City Bank), "Branch Number*" (2323), "Account Number*" (456639420), "Account Type" (Checking), "Address Line 1" (3432 Lincoln Blvd. Dallas, TX), and "Address Line 2" (empty). Below these fields are six buttons: "Add", "Update", "Delete", "Save", "Close", and "Help". At the bottom left, there is a legend: "* Mandatory Field".

To open the Bank Information window:

1. Open the Main Window.
2. From the **Profile** menu, select **Banking Information**.

To add new bank to the Bank List:

1. Click the **Add** button.
2. In the **Bank Name** field, enter the name of your bank.
3. In the **Branch Number** field, enter the branch number.
4. In the **Account Number** field, enter your account number.
5. In the **Account Type** field, enter the account type.
6. In the **Address Line 1** and **Address Line 2** fields, enter the address of your bank.
7. Click the **Save** button.

To modify existing banking information:

1. From the **Bank List**, select the bank you wish to modify.
2. Click the **Update** button.
3. Highlight the information in the field you want to change.
4. Enter the new information.
5. Click the **Save** button when you have finished modifying the bank information.

Continue on next page...

To delete existing banking information:

1. In the **Bank List**, select the bank you wish to delete.
2. Click the **Delete** button.
3. When the confirmation message appears, click the **Yes** button to continue.

Result: The row is deleted from the window.

To exit the Banking Information window:

1. Click the **Close** button.

See Also

- Charge Card Information Window
- Personal Profile Window

Charge Card Information Window

This window contains detailed information about the charge cards held by an individual employee.

Note: Users will not be able to modify their charge card number if the Application Administrator does not give users that privilege in the Charge Card Vendor window.

Card Name	Card No.	Card Vendor	Expiry Date	Credit Limit
American Express	3842034170393	AmEx	17 May 2003	2000.00

* Mandatory Field

To open the Charge Card Information window:

1. Open the Main Window.
2. From the **Profile** menu, select **Charge Card Information**.

To add a new charge card:

1. Click the **Add** button.
Result: The program adds a blank line to the window.
2. In the **Card Name** field, enter the name of the charge card company.
3. In the **Card No.** field, enter the charge card number.
4. In the **Card Vendor** field, select the correct card vendor from the drop-down list.
5. Double-click inside the **Expiry Date** field and use the Calendar window to select the expiry date printed on the charge card.
6. In the **Credit Limit** field, enter the credit limit the charge card company has granted you.
7. Click the **Save** button.

Continue on next page...

To modify an existing charge card:

1. From the display list, select the charge card you wish to modify.
2. Click the **Update** button.
3. Make your changes to the charge card information.
4. Click the **Save** button.

To delete an existing charge card:

1. From the display list, select the charge card you wish to delete.
2. Click the **Delete** button.
3. When the confirmation message appears, click the **Yes** button.

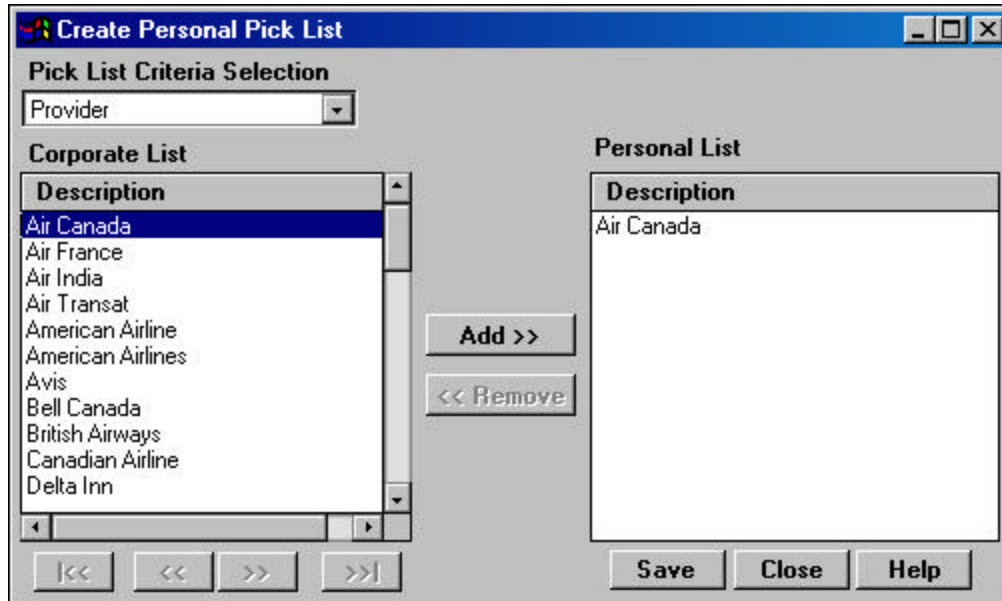
Result: The program deletes the row from the window.

See Also

- Banking Information Window
- Personal Profile Window

Create Personal Pick List Window

Use this window to add the expense providers and line purpose descriptions you use most often to your personal pick list. When creating an expense report, you may open the Pick List window to quickly apply these personal providers and line purpose descriptions to your expense claims.



To open the Create Personal Pick List Window:

1. Open the Main Window.
2. From the **Profile** menu, select **Personal Picklist**.

Use this window to:

- Add Providers to your Personal Pick List (page 42)
- Add Line Purposes to your Personal Pick List (page 43)

Adding Providers to your Personal Pick List

Use your personal pick list to store the expense providers you use most often so that you may quickly retrieve them from the Pick List window when creating an expense report.

To add a provider to your personal pick list:

1. Open the Create Personal Pick List window.
2. Click once inside the **Pick List Criteria Selection** field.
3. From the drop-down list, select **Provider**.

Result: The Corporate List area will list all the available expense providers in your company database.

4. Select the provider you wish to add to your Personal Pick List.

Note: Use the scroll-bar or the cursor keys on your keyboard to move through the list of providers in the Corporate List display area. This display area can only list 100 providers at one time. Therefore, if your provider database contains more than 100 providers, the program will divide your database into groups of 100. Use the following buttons to quickly navigate through the list of providers.



Jump back to the top of the list.



Display the previous 100 Providers (if any).



Display the next 100 Providers (if any).



Fast forward to the end of the list.

5. Click the **Add >>** button.

Result: The selected expense provider is added to the Personal List area.

6. Perform steps 4 and 5 to add any additional providers.
7. To save your changes, click the **Save** button.
8. To remove a provider from your Personal Pick List, select the provider from the Personal List area, then click the **<< Remove** button.

Note: You can also delete personal providers from the Pick List window.

9. To exit the Create Personal Pick List window, click the **Close** button.

See Also

- Adding Line Purposes to your Personal Pick List

Adding Line Purposes to your Personal Pick List

Use your personal pick list to store the line purpose descriptions you use most often so that you may quickly retrieve them from the Pick List window when creating an expense report.

To add a line purpose to your personal pick list:

1. Open the Create Personal Pick List window.
2. Click once inside the **Pick List Criteria Selection** field.
3. From the drop-down list, select **Line Purpose**.
Result: The Corporate List area will list all the available line purpose descriptions in your company database.
4. Select the line purpose description you wish to add to your personal pick list.
5. Click the **Add >>** button.
Result: The selected line purpose description is added to the Personal List area.
6. Perform steps 4 and 5 to add any additional line purposes.
7. To save your changes, click the **Save** button.
8. To remove a line purpose description from your Personal Pick List, select the line purpose from the Personal List area, then click the **<< Remove** button.
Note: You can also delete line purpose descriptions from the Pick List window.
9. To exit the Create Personal Pick List window, click the **Close** button.

See Also

- Adding Providers to your Personal Pick List

Granting a User "Service Access" Rights to Your Login Account

Should you need another user to create, modify, and/or submit an expense report or cash advance request on your behalf, you may give them Service Access rights to your Login account.

Granting Service Access

1. Open your Personal Profile window.
2. Click the **Defaults** tab.
3. In the **Service Access By** field, enter the login ID of the person to whom you are granting Service Access to your login account.

Note: The login ID must be exact in order for the process to work, but do not worry about the characters being upper or lower case.

4. Click the **Save** button to save your changes.
5. Click the **Close** button to close the Personal Profile window.

Note: See the topic *Using "Service Access" to Access Another User's Login Account* for instructions on how to use Service Access

Chapter 3

Approval Hierarchy

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Understanding the Approval Process

When a company first sets up the expense management application the Application Administrator must choose which approval process the company will follow for approving expense reports and cash advance requests. The three approval process options are listed below.

1. **No Approval Process:** This option may be chosen if the company does not wish to incorporate an approval process at all. Instead, the company may allow each employee to submit their expense reports without being approved by management.
2. **By Submitter:** This option allows the Submitter to modify their approval hierarchy, thus giving the Submitter authority to influence how their expense reports and cash advance requests are approved. There are three variations of this approval method:
 - a) **Corporate Approval Chains Only:** Submitters can construct their approval hierarchy by selecting from a list of predefined Corporate Approval Chains that are created by the Application Administrator.
 - b) **Personal Approval Chains Only:** If a company decides not to use Corporate Approval Chains in their approval process, then Submitters can construct their approval hierarchy using Personal Approval Chains they created themselves.
 - c) **Corporate and Personal Approval Chains:** Submitters will be able to construct their approval hierarchy using both Corporate Approval Chains and Personal Approval Chains. Each Submitter will need authorization from the Application Administrator in order to create Personal Approval Chains.

Related Information:

- If an expense report qualifies for auto-approval, then the file will approved automatically. Cash advance requests cannot be auto approved.
3. **By Financial Code:** If this option is chosen, the Application Administrator must assign an Approval Chain to each financial code in the program. Therefore, which approval chain an expense report will follow will depend upon which financial code or codes a submitter adds to their expense report.

Example Scenario:

Step 1) Application Administrator assigns financial code "123" to approval chain "chain1".

Step 2) A user assigns financial code "123" to an expense item on their expense report.

Step 3) When the user submits the expense report for approval, the report is automatically assigned to the approval chain "chain1".

Related Information:

- Using the "By Financial Code" approval process, a submitter will be unaware of which approval chain their expense file will be following.
- If an expense report contains multiple financial codes, then the report will be assigned to multiple approval chains.

Continue on next page...

Related Information, continued:

- Although two financial codes can be assigned to the same approval chain, an expense report cannot be assigned to the same approval chain more than once. Likewise, an expense report cannot be assigned to the same approver more than once.
- The "By Financial Code" approval process does not affect cash advance requests since they are not associated with financial codes. Instead, when a user submits a cash advance request, the Approval Hierarchy window will appear.
- Using the "By Financial Code" approval process, if an expense report qualifies for auto-approval, then the file will be approved automatically. Cash advance requests cannot be auto-approved.

See Also

- Understanding the Approval Hierarchy

Understanding the Approval Hierarchy

What is the Approval Hierarchy?

When you, the Submitter, create an expense report or cash advance request, you must submit the file for approval before you can receive payment. Submitted files proceed through an Approval Hierarchy consisting of one or more approval chains. Each approval chain consists of one or more approvers who are responsible for either approving or rejecting the submitted file.

Approve or Reject

In order for a file to achieve an "Approved" status, it must be approved by all the approvers in the approval hierarchy. If one approver rejects the file, then the file will be immediately sent back to the Submitter with a status of "Rejected".

Approval Hierarchy Window

Each time you submit a file for approval, the Approval Hierarchy window will appear to display which approval chain or chains are currently assigned to your approval hierarchy. You can either accept the approval hierarchy the way it is, or you can modify it by adding or removing approval chains. See the topic *Modifying the Approval Hierarchy* for more information. When you are satisfied with your approval hierarchy, you may submit your file for approval.



Approval Chains

There are two types of approval chains that can be assigned to an approval hierarchy:

1. Corporate Approval Chains, which are created by your company.
2. Personal Approval Chains, which are created by the Submitter.

It is your company's decision whether to use Corporate Approval Chains, Personal Approval Chains, or both in its approval process. See the topic *Understanding the Approval Process* for more information. A submitter must be granted authority by the Application Administrator to create Personal Approval Chains. See your Application Administrator regarding which approval chains your company uses in its approval process.

Continue on next page...

Default Approval Chain

If you have been assigned a Default Approval Chain, this mandatory approval chain will appear at the top of your approval hierarchy. Your Default Approval Chain cannot be modified or removed from your approval hierarchy. Only the Application Administrator can alter your Default Approval Chain.

Auto Approval

If your expense report is eligible for auto approval, your report will skip the approval hierarchy entirely and will return to you with an "Approved" status. The Approval Hierarchy window will not appear if your file is auto approved.

Note: Cash advance requests cannot be auto approved.

Approval Process

Once an approver approves a submitted file, the file will continue on to the next approver in the approver hierarchy. If the last approver in the approver Hierarchy approves the file, then the file will return to the Submitter with a status of "Approved". When an approver rejects a submitted file, the file will skip the remaining approvers in the hierarchy and will be immediately routed back to the Submitter with a status of "Rejected". If a file is rejected the Submitter has the option to correct the file and resubmit it for approval.

Duplicate Approvers

If your approval hierarchy includes the same approver in more than one approval chain, the program will optimize the approval process by having your file sent to the Approver only once.

Skipping Approvers

An expense report may skip an approver in the approval hierarchy if the report's reimbursement amount is less than the Approver's Approver Threshold. A cash advance request may skip an approver if the request amount is less than the approver's threshold.

Stale Files

If an approver fails to approve or reject an assigned file within the stale date interval, that file will become "stale". Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver
- or -
- Skip the Approver Who Allowed the File to Become Stale

Note:

- The Application Administrator decides who receives stale files. The Application Administrator also sets the stale date interval.

Continue on next page...

Note:

- When a stale file is sent back to the Submitter, the file will appear on the Activity Summary window with the status "Stale, Please Reroute".
- When a stale file is sent back to the Submitter, the Submitter must reroute the file to another approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

Event Log Window

You can use the Event Log window to track your file's progress through the approval hierarchy.

See Also

- File Status Levels
- Modifying the Approval Hierarchy
- Submitting an Expense Report
- Submitting a Cash Advance Request
- Understanding the Approval Process

Approval Hierarchy Window

The Approval Hierarchy window is used to display, modify, and/or accept your Approval Hierarchy. See the topic *Understanding the Approval Hierarchy* for more details.

To open the Approval Hierarchy window:

1. Open the Main Window.
2. From the **Profile** menu, select **Approval Hierarchy**.

Note: The Approval Hierarchy window will also appear when you submit your expense report or cash advance request.


Use this window to:

- Add an Approval Chain to your Approval Hierarchy
- Delete an Approval Chain from your Approval Hierarchy
- Create a Personal Approval Chain
- Modify a Personal Approval Chain
- Delete a Personal Approval Chain

Default Approval Chain

If you have been assigned a Default Approval Chain by the Application Administrator, keep in mind that this approval chain cannot be modified or removed from your Approval Hierarchy. Any approval chains you add to the hierarchy will appear following the Default Approval Chain.

Column Headings





Chain #	Chain Title	Type	Approver #1	Approver #2	Approver #3	Approver #4	Approver #5
1	bhchain1	Personal	Hynes, Bryan2				

Column Name	Description
Chain Title	This column displays the name of the approval chain.
Type	This column indicates whether the approval chain is a corporate approval chain or a personal approval chain.
Approver #1 - #5	This column displays the names of the Approvers who are members of the selected approval chain.

Continue on next page...

Window Buttons

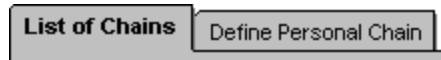
Button Name	Description
	Use the Add Chain button to open the Approval Chain Detail section of the Approval Hierarchy window.
	Use the Remove Chain button to delete an approval chain from your Default Approval Hierarchy. Note: The program will display an error message if you try to delete the last approval chain on your Default Approval Hierarchy.

Approval Chain Detail section:

By clicking the Add Chain button, the Approval Hierarchy window can be expanded to display the Approval Chain Detail section.

The Approval Chain Detail section is divided between two tabs:

- List of Chains
- Define Personal Chain



Notifiers Cannot Be Created

Listed below are reasons why the error message "Notifiers Cannot Be Created" may appear when attempting to submit an expense report (ER) or cash advance request (CA):

1. None of the Approvers in the selected approval chain have an approver threshold of \$0.00. At least one of the Approvers must have an approver threshold of \$0.00.
2. The Submitter is one of the Approvers in the selected approval chain. A Submitter cannot submit an ER or CA to him/herself.
3. At least one Approver in the selected approval chain does not have permission to approve an ER or CA.



See Also

- Understanding the Approval Hierarchy

List of Chains Tab

Use the List of Chains tab, on the Approval Hierarchy window, to add approval chains your Default Approval Hierarchy.

Note:

- To add a corporate approval chain, click the ☒ Corporate option button to list the corporate approval chains the Application Administrator has made available to you.
- To add a personal approval chain, click the ☐ Personal option button to display your list of personal approval chains.
- To create a new personal approval chain, use the Define Personal Chain tab.

Use the List of Chains Tab to:

- Add an Approval Chain to the Default Approval Hierarchy

See Also




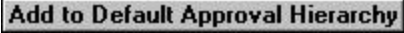
- Define Personal Chain Tab

Tab Fields

Field Name	Description
List of Chains	<ul style="list-style-type: none"> • If the <input checked="" type="radio"/> Corporate option button is selected, then the List of Chains display area will list the corporate approval chains that the Application Administrator has made available to you. • If the <input type="radio"/> Personal option button is selected, then the List of Chains display area will list your list your personal approval chains.

Continue on next page...

Tab Fields, continued

<i>Field Name</i>	<i>Description</i>
Approver Table	In association with the approval chain you have highlighted in the List of Chains area, this table displays the Approvers who are members of the selected approval chain.
 Corporate option button	Click this option button to list the corporate approval chains that the Application Administrator has made available to you.
 Personal option button	Click this option button to display your list your existing personal approval chains. Note: Use the Define Personal Chain tab to create personal approval chains.
 	In association with the approval chain you have highlighted in the List of Chains area, click this button to add the approval chain to your Default Approval Hierarchy.

Define Personal Chain Tab

Use the Define Personal Chain tab, on the Approval Hierarchy window, to create your own Personal Approval Chains.

Note: When a personal approval chain is created, it is added the List of Chains tab where you may add the personal approval chain to your Default Approval Hierarchy.

Use the Define Personal Chain Tab to:

- Create a Personal Approval Chain
- Modify a Personal Approval Chain
- Delete a Personal Approval Chain

See Also

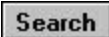
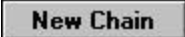


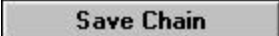


- List of Chains Tab

Tab Fields

Field Name	Description
Personal Chain list	This display area lists all your existing Personal Approval Chains.
Approvers list	<p>This display area lists the Approvers that fall within your search range.</p> <div> <div>Approvers</div> <div></div> </div>

Continue on next page...

Tab Fields, continued

Field Name	Description
 <input data-bbox="467 310 587 346" type="text"/>	<p>Click the Search button to list all the Approvers that are available for adding to your Personal Approval Chain.</p> <p>Use the Search field to narrow down your search range by entering the first letter of the Approvers last name.</p>
	Click this button to create a new Personal Approval Chain.
	In association with the Approval Chain you have highlighted in the Personal Chain list, click the Update Chain button to modify the highlighted Personal Approval Chain.
	In association with the Approval Chain you have highlighted in the Personal Chain list, click the Delete Chain button to delete the highlighted Personal Approval Chain.
	<p>When creating a new Personal Approval Chain, click the Save Chain button to save your new Approval Chain.</p> <p>When modifying an existing Personal Approval Chain, click the Save Chain button to save your changes to the selected Approval Chain.</p>
	<p>When creating a new Personal Approval Chain, click the Cancel New Chain button to cancel your new Approval Chain.</p> <p>When modifying an existing Personal Approval Chain, click the Cancel New Chain button to cancel your changes to the selected Approval Chain.</p>
	<p>Use this button when creating or modifying a Personal Approval Chain.</p> <p>To add an Approver from the Approver to the Approver table from the Approver list:</p> <ol style="list-style-type: none"> 1. Select the Approver you wish to add from the Approver list. 2. Select the row in the Approver table where you wish to add the Approver. 3. Click the Add >> button. <p>Note: Each row in the Approver table represents the order in which the Approvers will appear in your Personal Approval Chain.</p>

Continue on next page...


Tab Fields, continued

Field Name	Description																		
<div><< Remove</div>	<p>Use this button when creating or modifying a Personal Approval Chain.</p> <p>From the Approver table, highlight the Approver you wish to remove from your Personal Approval Chain, then click the << Remove button.</p>																		
<div>Clear All</div>	<p>When creating or modifying a Personal Approval Chain....</p> <p>Click the Clear All button to remove all the Approvers from the Approver table. Essentially, this button will remove all the Approvers from your Personal Approval Chain.</p>																		
Chain Title field	<p>Use this field to add a title to a new Personal Approval Chain or modify the title of an existing Personal Approval Chain.</p>																		
Approver table	<p>Use the Approver table to add and modify Approvers to your Personal Approver Chains. In the Threshold column, assign each Approver an Approver Threshold amount.</p> <p>Note: The first Approver in every Approval Chain must have a Threshold amount equal to zero.</p> <table><tr><th>Level</th><th>Approver</th><th>Threshold</th></tr><tr><td>First</td><td></td><td>0.00</td></tr><tr><td>Second</td><td></td><td>0.00</td></tr><tr><td>Third</td><td></td><td>0.00</td></tr><tr><td>Fourth</td><td></td><td>0.00</td></tr><tr><td>Fifth</td><td></td><td>0.00</td></tr></table>	Level	Approver	Threshold	First		0.00	Second		0.00	Third		0.00	Fourth		0.00	Fifth		0.00
Level	Approver	Threshold																	
First		0.00																	
Second		0.00																	
Third		0.00																	
Fourth		0.00																	
Fifth		0.00																	


Adding an Approval Chain to the Approval Hierarchy

When modifying your Default Approval Hierarchy, you may need to add to it one or more approval chains.

To add an Approval Chain:

1. Open the Approval Hierarchy window (if the window is not already open).
2. Click the **Add Chain** button to display the Approval Chain Detail section.
3. To display your list of corporate approval chains, click the  **Corporate** option button.

- or -

To display your list of Personal Approval Chain, click the  **Personal** option button.

4. From your list of available approval chains, select the approval chain you wish to add to your Default Approval Hierarchy.
 5. Click the **Add to Default Approval Hierarchy** button.
- Result:** The selected approval chain is added to your Default Approval Hierarchy.
6. If you need to create a new personal approval chain, then see Creating a Personal Approval Chain before continuing with the next step.
 7. Perform this procedure again if you wish to add another approval chain to the Approval Hierarchy.
 8. To save your changes and exit the Approval Hierarchy window, click the **OK** button.

See Also

- Creating a Personal Approval Chain
- Modifying Your Approval Hierarchy
- Understanding the Approval Hierarchy

Deleting an Approval Chain from the Approval Hierarchy

When modifying your approval hierarchy, you may need to delete an approval chains.

Note: Your Approval Hierarchy must include at least one approval chain. Therefore, you cannot delete the last approval chain in your approval hierarchy.

To delete an approval chain:

1. Open the Approval Hierarchy window (if the window is not already open).
2. Select on the approval chain you wish to delete.
3. Click the **Delete** button.
4. When the confirmation message appears, click the **Yes** button to continue.

Result: The approval chain will be deleted from the approval hierarchy.

See Also

- Modifying Your Approval Hierarchy
- Understanding the Approval Hierarchy

Creating a Personal Approval Chain

In addition to adding Corporate Chains to your Default Approval Hierarchy, you may also create your own Personal Approval Chains which can be added to your Default Approval Hierarchy.

Note: This procedure can only be performed by Submitters who have been granted permission by the Application Administrator to create Personal Approval Chains.

To create a Personal Approval Chain:

1. Open the Approval Hierarchy window (if the window is not already open).
2. If the Approval Chain Detail section is not already displayed, then click the **Add Chain** button.
3. Click the **Define Personal Chain** tab.
4. Click the **New Chain** button to create a blank Personal Approval Chain.
5. In the **Chain Title** field, enter the name of your new Personal Approval Chain.
6. Click the **Search** button to display all the available Approvers.
Note: You can also narrow down your search by entering the first letter of the Approvers last name in the field beside the Search button.
7. From the Approvers list, select the Approver you wish to add as the first Approver in your Personal Approval Chain.
8. Click the **Add >>** button.
Result: The selected Approver is added to the first row in the Approvers table.
9. Enter the Approver's Approver Threshold in the **Threshold** field.
Note: At least one Approver must have an Approver Threshold of zero.
10. Repeat Steps 6 to 9 for each additional Approver you wish to add to your Personal Approval Chain.
11. To save your new Personal Approval Chain, click the **Save Chain** button.
Result: The new Approval Chain is added to your list of Personal Approval Chains.
12. To add your Personal Approval Chain to your Default Approval Hierarchy, see Adding Approval Chains to your Default Approval Hierarchy.
13. To save your changes and exit the Approval Hierarchy window, click the **Close** button.

See Also

- Modifying a Personal Approval Chain
- Deleting a Personal Approval Chain
- Understanding the Approval Hierarchy

Modifying a Personal Approval Chain

Changes in department or project personnel are reasons why you may need to modify an existing Personal Approval Chain.

To modify a Personal Approval Chain:

1. Open the Approval Hierarchy window (if the window is not already open).
2. If the Approval Chain Detail section is not already displayed, then click the **Add Chain** button.
3. Click the **Define Personal Chain** tab.
4. From your list of Personal Approval Chains, select the Approval Chain you wish to modify.
5. Click the **Update Chain** button.
6. Make your changes to the Approval Chain.
7. To save your changes, click the **Save Chain** button.
8. To add your Personal Approval Chain to your Default Approval Hierarchy, see Adding Approval Chains to your Default Approval Hierarchy.
9. To save your changes and exit the Approval Hierarchy window, click the **Close** button.

See Also

- Creating a Personal Approval Chain
- Deleting a Personal Approval Chain
- Understanding the Approval Hierarchy

Deleting a Personal Approval Chain

Note: When you delete a Personal Approval Chain, it is also deleted from your approval hierarchy.

To delete a Personal Approval Chain:

1. Open the Approval Hierarchy window (if the window is not already open).
2. If the Approval Chain Detail section is not already displayed, then click the **Add Chain** button.
3. Click the **Define Personal Chain** tab.
4. From your list of Personal Approval Chains, select the approval chain you wish to delete.
5. Click the **Delete Chain** button.
6. When the confirmation message appears, click the **Yes** button.

Result: The Personal Approval Chain is deleted from your list of Personal Approval Chains.

7. To exit the Approval Hierarchy window, click the **Close** button.

See Also

- Creating a Personal Approval Chain
- Modifying a Personal Approval Chain
- Understanding the Approval Hierarchy

Default Approval Chain

What is it?

If your Application Administrator assigns you a Default Approval Chain, this mandatory approval chain will appear at the top of your approval hierarchy. The Approvers within the Default Approval Chain are chosen by the Application Administrator. Each time you submit an expense report or cash advance request for approval, your file will be assigned to your Default Approval Chain. You cannot modify or remove the Default Approval Chain from your approval hierarchy.

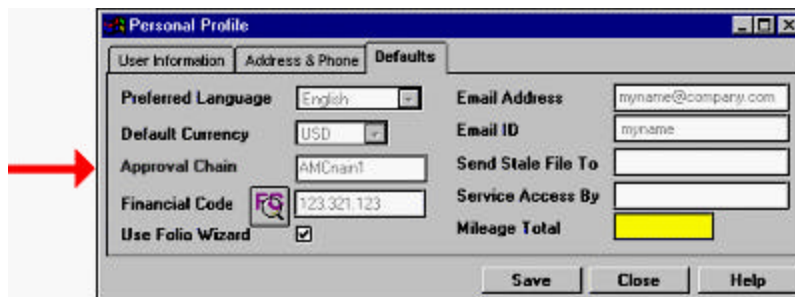
Purpose of the Default Approval Chain

The Default Approval Chain allows your company to control who is assigned to authorize your expense reports and cash advance requests.

How do you know if you have been assigned a Default Approval Chain?

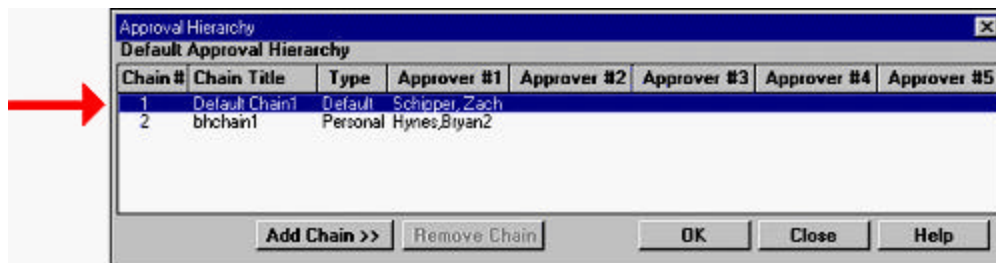
If you have been assigned a Default Approval Chain, it will appear in two areas:

1. In the **Approval Chain** field on the Personal Profile window (Defaults tab).



The screenshot shows the 'Personal Profile' window with the 'Defaults' tab selected. The 'Approval Chain' field is highlighted with a red arrow and contains the value 'AMChain1'. Other fields include 'Preferred Language' (English), 'Default Currency' (USD), 'Email Address' (myname@company.com), 'Email ID' (myname), 'Financial Code' (123.321.123), 'Send State File To', 'Service Access By', 'Mileage Total', and 'Use Folio Wizard' (checked).

2. In the first row of the Approval Hierarchy window (labeled "Default").



The screenshot shows the 'Approval Hierarchy' window. The first row is highlighted with a red arrow and contains the following data:

Chain #	Chain Title	Type	Approver #1	Approver #2	Approver #3	Approver #4	Approver #5
1	Default Chain1	Default	Schipper, Zach				
2	bhchain1	Personal	Hynes, Bryan2				

How can I bypass the Default Approval Chain?

If your expense report is eligible for auto approval, your report will skip the approval hierarchy. Cash advance requests cannot be auto approved.

Chapter 4

- Expense Reports

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Expense Report Window

Use the Expense Report window to create, modify, and submit expense reports.

Example

To open a new expense report:



1. From the Main Window, click the  button.
2. If the Choose Expense Report dialog box appears, click the **OK** button.

To open an existing expense report:

1. Open the Activity Summary window.
2. Click on the expense report you wish to open.
3. Click the **Open** button.

Use the Expense Report window to:

- Creating an Expense Report
- Modifying an Existing Expense Report
- Printing an Expense Report
- Submitting an Expense Report
- Transferring a Charge Card Transaction to an Expense Report
- Transferring an Airfare Charge Card Transaction to an Expense Report




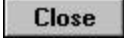

Continue on next page...

About the Expense Report window:

The Expense Report window is divided into two tabs:

- ER Summary tab
- ER Details tab

**Window Buttons**

Button Name	Description
	Click the Print button to print a copy of your expense report. See the help topic <i>Printing an Expense Report</i> for details. Note: The expense report must be saved.
	Click the Save button to save your expense report.
	Click the Submit button to submit your expense report for approval. See the help topic <i>Submitting an Expense Report</i> for more details.
	Click the Close button to close your expense report.
	Click the Help button to access help information specific to the Expense Report window.
<input checked="" type="checkbox"/> Display at Startup	When the <input checked="" type="checkbox"/> Display at Startup check box is selected, a blank Expense Report window will open automatically each time you login to the Submit/Approve Module.

ER Summary Tab

The ER Summary tab (formerly the Report Header tab) is displayed immediately when you open the Expense Report window. The ER Summary tab allows you to:

- Enter the purpose of the expense report
- Enter the date range the report will be covering.
- Reconcile any Outstanding Cash Advances.
See the topic [Reconciliation of Outstanding Cash Advances](#) for details.
- View your expense report totals, including your Reimbursement amount.

The screenshot shows the 'ER Summary' tab of an expense report form. At the top, there are two tabs: 'ER Summary' (selected) and 'ER Details'. The form contains several input fields: 'Expense Report #' with value '3', 'Name' with 'Hynes, Bryan', 'A. Agency' with '33901', 'Position' with 'Sales Rep.', 'Department' with 'Sales', 'Date' with '06 Mar 1999', 'Purpose*' with 'Trip to Vegas', 'Period Covered' with 'From*' '31 Dec 1999' and 'To*' '31 Dec 1999', and 'TA Number'. Below these is a 'Financial Summary' section with 'Outstanding Cash Advance' set to '0.00'. To the right, a list of financial values is shown: 'Gross Claim' (300.00), 'Personal' (0.00), 'Net Claim' (300.00), 'State Paid 1' (0.00), 'State Paid 2' (0.00), 'Cash Advance Ded'n' (0.00), and 'Reimbursement' (300.00). A 'Tax Details...' button is located in the bottom left, and a note '* Mandatory Field' is at the bottom left.

Mandatory Fields

The three fields you must complete to save or submit your expense report are:

Field Name	Description
Purpose	Enter a brief description explaining the overall purpose of the expense claims you will be recording in your expense report.



Continue on next page...

Mandatory Fields, continued

Field Name	Description
<div data-bbox="272 310 722 394"> <div>Period Covered</div> <div> <div>From*</div> <div>10 May 2001</div> </div> <div> <div>To*</div> <div>10 May 2001</div> </div> </div>	<p>The From and To fields represent the date range the expense report will be covering.</p> <p>When the expense report is first created, both fields will default to the current date.</p> <p>The From and To fields are programmed to automatically copy the earliest and latest dates from the expense items claimed on the ER Details tab. Therefore, any date entered in the From/To field will be overwritten as soon as you record an expense item containing a date dissimilar to the dates in the From or To field.</p> <p>Example Scenario:</p> <ul style="list-style-type: none"> • A user returns from a trip that began on August 20 and ended on August 30. • The user creates a new expense report and enters August 20 in the From field and August 30 in the To field. • The user records three expense items on the ER Details tab. • Expense item # 1 for August 23. • Expense item # 2 for August 24. • Expense item # 3 for August 25. • As a result, the From field will now display August 23 and the To field now will display August 25. <p>Recommendation: Unless you are creating an expense report for a single day, you should let the program fill in the From/To fields.</p> <p>Modifying the From/To Fields</p> <ul style="list-style-type: none"> • Click inside the From field and enter the beginning date in date range, then click inside the To field and enter the ending date in date range. <p style="text-align: center;">- or -</p> <ul style="list-style-type: none"> • Double-click inside either the From or To field to open the Calendar window. From the Calendar window, double-click on the beginning date first, then double-click on the ending date. The Calendar window will close automatically as the chosen date range is added to the From/To fields.

Continue on next page...

Other Fields

Field Name	Description
Expense Report #	The number automatically assigned to your expense report.
Name	Your name.
A. Agency	Your Administering Agency code.
Position	Your position title.
Department	Your department name.
Date	The date the expense report was created.
TA Number	This field can be used to enter the Travel Authorization number issued by the State (if applicable).
Outstanding Cash Advance	<p>Your Outstanding Cash Advances total.</p> <p>You may click the  button to open the Outstanding Cash Advances window. Use the Outstanding Cash Advances window to reconcile your outstanding Cash Advances.</p>
	Click this button to open the Tax Details window which will display an overview list of all the taxes you have claimed in your expense report.
Gross Claim	Total expense amount you have claimed in your expense report.
Personal	Total personal expense amount you have claimed in your expense report.
Net Claim	Total expense amount paid by your company directly to a service provider. Total centrally billed items.
State Paid 1	Total expense amount paid by the State directly to a service provider.
State Paid 2	Total expense amount paid by the State directly to a service provider.
Cash Advance Ded'n	Total amount you are transferring from your Outstanding Cash Advances balance to your expense report.
Recovery	<p>Total amount being recovered by the Approver.</p> <p>Note: This field can only be seen by Approvers viewing a submitted expense report. For more information see the topic Approver Expense Recovery.</p>
Reimbursement	Total amount owed to you by your company.

ER Details Tab

The ER Details tab allows you to record your expense claims. See the topic *Adding Expense Items* for more details.

1	Date*	Category*	FC*	Location*	Amount*																		
	ER Item Type	Provider	Line Purpose	Description	Units																		
<div> <div>Folio...</div> <div>Attendees...</div> <div>Split...</div> </div> <table border="1"> <thead> <tr> <th>USD</th> <th>Receipt Mandatory</th> <th>GL Code</th> <th>Tax 1</th> <th>Tax 2</th> <th>V.A.T.</th> <th>Ex. Rate</th> <th>Foreign Amt</th> <th>Guideline</th> </tr> </thead> <tbody> <tr> <td>Method of Payment</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> </tr> </tbody> </table> <p>* Mandatory Field</p>						USD	Receipt Mandatory	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline	Method of Payment			0.00	0.00	0.00			0.00
USD	Receipt Mandatory	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline															
Method of Payment			0.00	0.00	0.00			0.00															

Print

Add Row

Delete

Split Report

Unsplit Report

Save

Submit

Close

Help









Mandatory Fields

Complete the following fields for each expense item you create.

- Date field
- Category field
- FC field
- Location field
- Amount field
- ER Item Type field
- Provider field
- Line Purpose field
- Description field
- Units field
- Method of Payment field

Continue on next page...

Tab Buttons

Button Name:	Description:
	<p>When recording a hotel expense, if you wish to record each expense on your hotel bill separately, click the Folio button to open the Hotel Folio Wizard.</p> <p>See the topic <i>Creating a Hotel Folio</i> for more details.</p>
	<p>When recording an entertainment expense, if you treated clients at a business function, click the Attendees button to record the names of the people you expensed.</p> <p>See the topic <i>Adding Attendees to an Expense Item</i> for more details.</p>
	<p>If you need to divide the cost of an expense item between one or more financial codes, click the Split button to open the Split window. This feature is commonly used when splitting the cost of an expense between two departments or between your company and a client.</p> <p>See the topic <i>Splitting an Expense Item</i> for details.</p>
	<p>Approvers may click the Recovery button to open the Approver Expense Recovery window. This window can be used to reclaim a portion of the reimbursement amount.</p> <p>For more information see the topic <i>Approver Expense Recovery - Terminology</i>.</p> <p>Note: The Recovery button can only be seen by an Approver as long as the Approver Expense Recovery feature is active.</p>
	To add another expense item, click the Add Row button.
	To delete an expense item, highlight the expense item then click the Delete button.
	Click this button to perform a global split all the expense items in your expense report. The Personal Split Formula window will appear so that you may apply a single Personal Split Formula.
	Click this button to reset all the split expense items in your expense report.

Continue on next page...

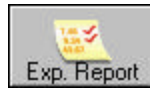
Other Fields

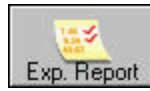
Field Name:	Description:
GL Code	Once you assign a Category to an expense item, this field will display the General Ledger code assigned to that Category.
Receipts Mandatory	When active, this message field will remind the user to save the receipt(s) for the expense he/she is claiming. This field becomes active once the user selects an expense category that requires proof of purchase. Note: The Application Administrator decides which expense categories are linked to the Receipts Mandatory message.
Tax 1	This field will display the primary tax amount being claimed for the selected expense item.
Tax 2	This field will display the secondary tax amount being claimed for the selected expense item.
V.A.T.	This field is no longer used. It will be removed in an upcoming version of the application.
Ex. Rate	If you paid for the selected expense item using a foreign currency, this field will display the exchange rate used to convert the cost of the expense into your domestic currency.
Foreign Amt	Total foreign amount paid for the selected expense item.
Guideline	Once you assign a Category to an expense item, this field will display your guideline amount.

Creating an Expense Report

An expense report is created to report business related expenses that you have accrued. Any individual who has incurred business-related expenses is required to create an expense report and submit it for approval in order to receive payment.

To create an expense report:



1. From the Main Window, click the  button on the toolbar.
2. If the Choose Expense Report dialog box appears, click the **OK** button.

Result: The Expense Report window will appear.

3. In the **Purpose** field, enter the purpose of the expense report.
4. The From and To fields display the date range the expense report will be covering. When an expense report is created these fields default to the current date.

Period Covered	From*	10 May 2001
	To*	10 May 2001

If you wish to modify either the From or To field:

- Click inside the field and modify the date.
- or -
- Double-click inside either the From or To field to open the Calendar window. From the Calendar window, double-click on the "From" date first, then double-click on the "To" date. The Calendar window will close automatically as the chosen date range is added to the From/To fields.

Note: The From and To fields are programmed to automatically copy the earliest and latest dates from the expense items claimed on the ER Details tab. Therefore, any date entered in the From or To field will be overwritten as soon you record an expense item containing a date dissimilar to the date in the From or To field.

Recommendation: Unless you are creating an expense report for a single day, you should let the program fill in the From/To fields.

5. Click the ER Details tab.
6. Begin adding expense items to your expense report.
[See the topic *Adding Expense Items* for details.](#)
7. If you have an Outstanding Cash Advance balance, you can transfer all or part of your balance to your expense report.

Note: This action will reduce both your Outstanding Cash Advance balance and the Reimbursement amount on your expense report. See the topic [Reconciliation Outstanding Cash Advances](#) for details.

Continue on next page...

Creating an Expense Report, continued

8. Once the expense report is complete, click the **Save** button.

Result: The expense report is saved with the status **Unsubmitted**.

9. To submit the expense report for approval, see the topic *Submitting an Expense Report* for details.
10. To close the Expense Report window without submitting, click the **Close** button.

See Also


- Deleting an Expense Report
- Modifying an Expense Report
- Transferring a Charge Card Transaction to an Expense Report
- Transferring an Airfare Charge Card Transaction to an Expense Report **NEW**
- Outstanding Cash Advance Window
- Printing an Expense Report

Modifying an Expense Report

Your expense report may need to be modified before it is submitted. Or, if your expense report has been rejected, you may need to modify the file according to the comments left by the Approver.

Note: Only files with a status of Unsubmitted or Rejected can be modified. Only the individual who created the expense report can modify it.

To modify an expense report:

1. Open the Activity Summary window.
2. Select the  **Expense Report** option button.

Note: If your file was rejected when you submitted it for approval, you may want to view the comments left by the Approver.

See the topic *Viewing the Event Log* for details.

3. Select the file you wish to modify, then click the **Open** button.

Result: The expense report will open in the Expense Report window.

4. Refer to the topic, Creating an Expense Report, for details on how to complete the expense report.

See Also

- Modifying a Cash Advance Request
- Expense Report Window

Submit an Expense Report

Only expense reports with the status "Unsubmitted" can be submitted for approval. However, expense reports with the status "Rejected" can be modified and resubmitted.

Note:

- Expense reports can be automatically approved if your organization has an Automatic Approval Policy.

To submit an expense report:

1. Open the expense report (if the file is not open already).
2. Click the **Submit** button.
3. When the confirmation message appears, click the **Yes** button to continue.
4. If the Approval Hierarchy window appears, then perform one of the following options:
 - Accept the default Approval Hierarchy by clicking the **OK** button.
 - Or, modify your Approval Hierarchy.
5. When the confirmation message appears, click the **Yes** button.

Result: The expense report has been submitted.

Note: If the Approval Hierarchy window did not appear when you submitted your expense report, then either:

- Your expense report has been Auto Approved and will therefore immediately appear on the Activity Summary window with an "Auto Approved" status.
- or -
- Your company has chosen an approval process that does not allow you, the Submitter, to choose which Approval Chain your expense file will follow.

See the topic *Understanding the Approval Process* for more details.

Note: If the Approval Hierarchy window did appear, then the status of your expense report will be changed to Submitted.

Print an Expense Report

An expense report can be printed at any time, once it has been created. The expense report may be printed by any user who has access to the report.

To print an expense report

1. Open the expense report (if you have not already done so).
2. Click the **Print** button.

Result: The Print Choices window will appear.

3. Click on the check box beside the printout format you wish to use.

- | | |
|--------------------------------|--|
| · Expense Report | Print the entire expense report. |
| · Summary Report | This printout will include a copy of the ER Summary (the same information found on the ER Summary tab). |
| · Summary Detail Report | This printout will include a copy of the ER Summary plus a condensed list of the expense items recorded in the expense report. |

4. Click the **Print** button.

Result: The expense report will appear in tabular format inside an internet browser window (e.g. Internet Explorer, Netscape).

5. To print the report from the browser window, click **Print** on the **File** menu.
6. When the Print window appears, click the **OK** button.

Result: Your printer will produce a paper copy of your expense report.

7. Once your report has printed successfully, you may close the internet browser window and close your expense report.


See Also

- Print Choices Window

Delete an Expense Report

A Submitter can only delete an expense report if the file has a status of Rejected or Unsubmitted.

To delete an expense report:

1. Open the Activity Summary window.
2. Make sure that the  **Expense Report** option button is selected.
3. Select the expense report you wish to delete.
4. Click the **Delete** button.
5. When the confirmation message appears, click the **Yes** button to continue.

Result: The expense report is deleted from the Activity Summary window.

Adding Expense Items

When creating an expense report, each expense item must be recorded separately. Follow the steps below to learn how to record your expense items.

Note:

- This topic is a continuation from the procedure, *Creating an Expense Report*.
- To create an expense item using a charge card transaction, see the topic *Transferring a Charge Card Transaction to an Expense Report* for details.

To add an expense item to an expense report:

When you first open an expense report, the ER Details tab will have an empty expense item ready for you.

Example:

1	Date*	Category*	FC*	Location*	Amount*
	ER Item Type	Provider	Line Purpose	Description	Units

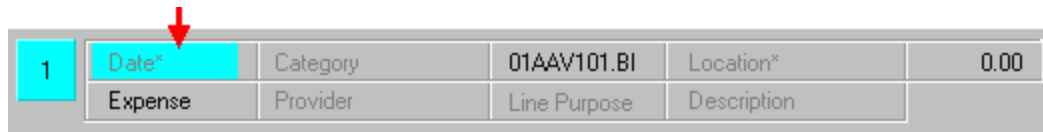
1. Complete the following:
 - Date field
 - FC field
 - Amount field
 - Provider field
 - Description field
 - Method of Payment field
 - Category field
 - Location field
 - ER Item Type field
 - Line Purpose field
 - Units field
2. If you are recording a hotel expense, you may divide the costs incurred in your hotel bill by creating a Hotel Folio. See the topic *Creating a Hotel Folio* before continuing with the next step.

Note: It may be mandatory for you to create a Hotel Folio when recording a hotel expense.
3. To add another expense item, click the **Add Row** button.
4. If your expense item involved expensing others during a corporate function, you may need to record the attendees. See the topic *Adding Attendees to an Expense Item* before continuing with the next step.
5. If you need to divide the cost of an expense item between one or more financial codes, then see the procedure *Splitting an Expense Item* for details.
6. To continue creating the expense report, return to the procedure *Creating an Expense Report*.

See Also

- Deleting an Expense Item

Date field



1	Date*	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the date in which the expense item was incurred.

Note: When the expense report is first created the Date field defaults to the beginning date in the period covered date range (shown on the ER Summary tab).

To modify the Date field:

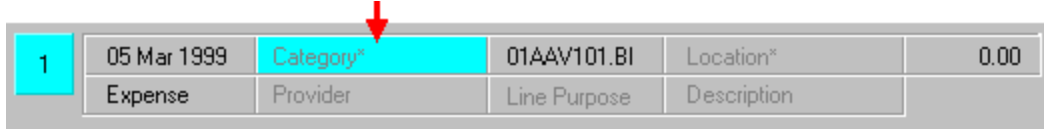
1. Click inside the **Date** field and enter the date in which the expense item was incurred.
- or -
2. Double-click inside the **Date** field and select the correct date from the Calendar window.

Calendar Window



- To select a date from the Calendar window you must double-click on the calendar date. When a date is selected the Calendar window will close automatically.
- Use the arrow buttons above the calendar display to toggle from month to month.

Category field



A screenshot of an expense report form. The form has a table-like structure with several fields. A red arrow points to the 'Category*' field, which is highlighted in cyan. The fields are arranged in two rows. The first row contains: a cyan box with the number '1', a date field '05 Mar 1999', the 'Category*' field, a field with '01AAV101.BI', a field with 'Location*', and a field with '0.00'. The second row contains: 'Expense', 'Provider', 'Line Purpose', and 'Description'.

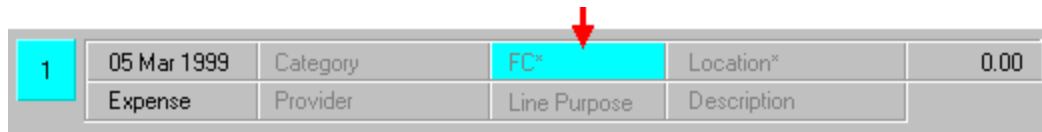
1	05 Mar 1999	Category*	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the expense category that the expense item falls under.

To select the appropriate Category,

1. Click once inside the **Category** field to display the ☐ button.
2. Click the ☐ button to display the drop-down list.
3. Select the Category from the drop-down list.


FC Field



The screenshot shows a form with several fields. A red arrow points to the 'FC*' field, which is highlighted in blue. The form includes fields for '05 Mar 1999', 'Category', 'FC*', 'Location*', and '0.00'. Below these are fields for 'Expense', 'Provider', 'Line Purpose', and 'Description'.

This field displays the financial code assigned to the expense transaction.

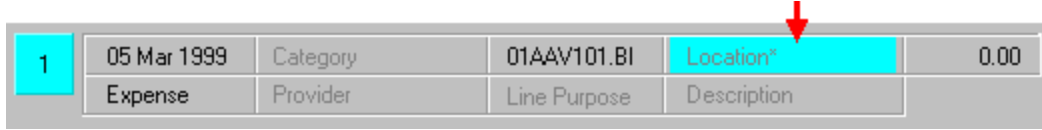
To complete the FC field you can either:

- Accept the Default Financial Code (when available).
- or -
- Click inside the FC field, then click the  button beside the FC field to open the Financial Code Builder window. From the Financial Code Builder window you can either select a financial code from the Personal Financial Code section, or build a new financial code using the Financial Code Builder.

See Also

- Financial Code Builder Window
- Default Financial Codes
- Financial Code Cascade Feature

Location Field





1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the location where the expense item or service was incurred.

Note: When the expense report is first created the Location field is set to the default location.


To select the location,

1. Click once inside the **Location** field to display the  button.
2. Click the  button to display the drop-down list.
3. Select the location from the drop-down list.

Note: If you select a foreign country as the location, as soon as you click outside of the Location field the Foreign Currency window will appear.

Amount Field

1	05 Mar 1999	Category	01AAV101.BI	Location*	Amount*
	Expense	Provider	Line Purpose	Description	




Enter the total amount paid for the expense transaction.

Note: If you used the Foreign Currency window to enter the foreign currency you paid, then the Amount field will automatically display cost of the expense in domestic currency. For example, if you were an American executive visiting Canada and you paid for an expense using Canadian currency, then the Amount field would display the amount you paid in U.S. currency.

If you paid for an expense in a foreign country using a domestic currency, then you would have to manually enter the amount you spent in the Amount field. For example, if you were an American executive visiting Canada and you paid for an expense using U.S. currency, then you would need to enter the amount you paid in the Amount field.

ER Item Type Field



1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	ER Item Type	Provider	Line Purpose	Description	



This field displays which Expense Type the expense transaction falls under. Choose one of the five Expense Types:


- **Expense** - The claim is an expense to the company.
- **Personal** - The claim is a personal expense to you, the Submitter.
- **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company.
- **Nonbillable** - The claim is not billable to a client. The claim then becomes an expense to the company.
- **Unknown** - You are unsure who is to be billed for the expense.

To select the correct Expense Type,

1. Click once inside the **ER Item Type** field to display the  button.
2. Click the  button to display the drop-down list.
3. Select the correct Expense Type from the drop-down list.




Provider Field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	



This field displays the name of the company who provided the expense.

To modify the Provider field you can either:


- Click once inside the **Provider** field, then type in the name of the Provider.
- or -
- Click once inside the **Provider** field, click the  button, then select the correct Provider from the drop-down list.
- or -
- If you have previously added the correct provider to your Personal Pick List, then click once inside the **Provider** field to display the  button. Click the  button to open the Pick List window. Select the correct provider from the Pick List window, then click the **Apply** button.

See Also

- Adding Providers to Your Personal Pick List

Line Purpose Field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	



Enter the purpose of the line item being expensed. This field will be used for reporting purposes. Once entered, this field will carry over to subsequent lines, thus avoiding multiple lines.

To modify the Line Purpose field you can either:

- Click once inside the **Line Purpose** field, click the ☐ button, then select the correct line purpose description from the drop-down list.
- or -
- If you have previously added the line purpose description to your Personal Pick List, then click once inside the **Line Purpose** field to display the ☐ button. Click the ☐ button to open the Pick List window. Select the line purpose description from the Pick List window, then click the **Apply** button.

See Also

- Adding Line Purposes to the Personal Pick List


Description field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

Enter a brief description of the expense transaction.

Units Field

1	05 Mar 1999	Mileage	01AAV101.BI	Location*	0.30
	Expense	Provider	Line Purpose	Description	1 Miles



Depending on which expense category you have selected in the Category field, the **Units** field may appear beside the Description field. For example, if you chose a category relating to the mileage accumulated on a business trip, then the **Units** field will appear to allow you to enter the number of miles you accumulated. In turn, the Amount field will then display your reimbursement amount based on a cost per mile rate set up by your Application Administrator.

Note: Your Application Administrator is responsible for deciding which expense categories will require the Units field to appear.

Examples

<i>Expense Category</i>	<i>Unit Type</i>
Business Lunch	People
Car Rental	Days
Mileage	Miles
Office Supplies	Units

Method of Payment Field



The screenshot shows a software interface with a grid of fields. At the top, there are three buttons: 'Folio...', 'Attendees...', and 'Split...'. Below these, there is a row with 'USD' in a field, an empty field, and 'GL Code' in a field. The row below that has 'Method of Payment' in a field, an empty field, and another empty field. A red arrow points to the 'Method of Payment' field.

The **Method of Payment** field displays how you paid for the expense (e.g. Cash, Charge Card).

To modify the **Method of Payment** field, simply double-click inside the field and select one of the predefined payment methods from the drop-down list.

Deleting an Expense Item

While creating or editing an expense report, you may need to delete an expense item from your expense report.

Note: This procedure will not work if the expense item you wish to delete is the only item on the expense report.

To delete an expense item from a expense report:

1. Open the expense report you wish to modify (if the file is not open already).
2. From the ER Details tab, select the expense item you wish to delete.
3. Click the **Delete** button.
4. When the confirmation message appears, click the **Yes** button to continue.

Result: The selected expense item will no longer appear on the expense report.

See Also


- Adding an Expense Item to an Expense Report

Financial Code Builder Window


Use the Financial Code Builder window to generate financial codes for your expense claims.

Example


Opening the Financial Code Builder window for the FIRST TIME:

1. From the ER Details tab, select the expense item that requires a financial code.
2. Click inside the FC field.
3. Click the  button beside the FC field.

Result: The Financial Code Builder window will appear.

Note: Once a financial code has been created using the Financial Code Builder window, the Financial Code Builder will no longer appear when you click the  button beside the FC field. Instead, the Pick List window will appear listing the financial codes you created. To open the Financial Code Builder you must click the Fin. Code button on the Pick List window.

Opening the Financial Code Builder window after a financial code has been created:

1. From the ER Details tab, select the expense item that requires a financial code.
2. Click inside the FC field.
3. Click the  button beside the FC field.

Result: The Pick List window will appear listing your personal financial codes.

4. To open the Financial Code Builder window, click the Fin Code button on the Pick List window.

Result: The Financial Code Builder window will appear.

Continue on next page...

To assemble a valid financial code:

1. Enter a valid financial code segment for the following fields:

- Division/MSA
- Cost Center/EA
- Fund
- Grant/Activity
- Agency Object
- Location

Note: To search for a code segment, complete the following steps:

- a) Enter all or part of the code segment inside the target field.
- b) Press the <Enter> key.

Result: If a valid code segment matches the search criteria, the display area will lists the matching code segments along with a description. Otherwise, an error message will appear.

- c) Double-click on the desired code segment.

2. Once all of the fields are complete, click the Validate button.
3. If the financial code is valid, click the **Apply** button.

Result: The selected financial code will be applied to the field from which the Financial Code Builder window was opened.

Note: When a financial code is created using the Financial Code Builder window, the financial code is automatically added to your personal pick list.

See Also

- Pick List Window
- Default Financial Codes
- Financial Code Cascade Feature

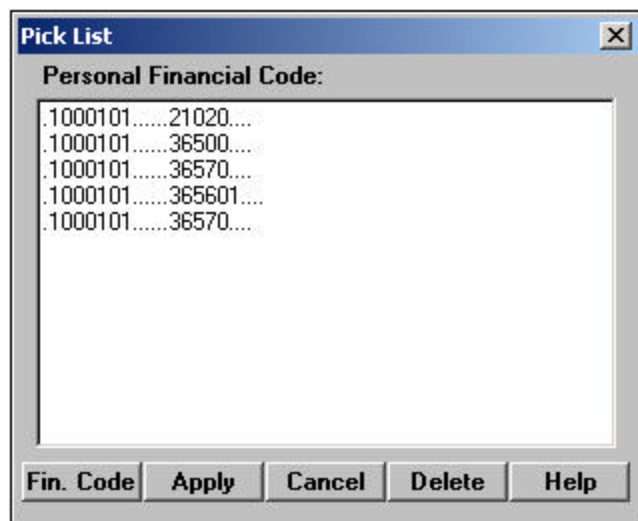
Pick List Window

The Pick List window stores the financial codes, line purposes, and expense providers you use most often, otherwise known as your personal pick list. When creating an expense report, you may open the Pick List window to quickly select a personal provider, financial code, and/or line purpose from your personal pick list.

To add providers and line purposes to your personal pick list, you must use the Create Personal Pick List window.

When a financial code is created using the Financial Code Builder window, the financial code is automatically added to your personal pick list.


Example



Use this window to:

- Selecting a Financial Code from the Pick List Window (page 96)
- Selecting a Provider from the Pick List Window (page 97)
- Selecting a Line Purpose from the Pick List Window (page 98)

Window Buttons


Button	Description:
	Click the Fin. Code button to open the Financial Code Builder window

Selecting a Financial Code from the Pick List Window

The Pick List window stores the financial code, line purposes, and expense providers you use most often, otherwise known as your personal pick list. When creating an expense report, you may open the Pick List window to quickly select a personal provider, financial code, and/or line purpose from your personal pick list.

Note: When a financial code is created using the Financial Code Builder window, the financial code is automatically added to your personal pick list.

Selecting a financial code from the Pick List window

1. From the ER Details tab, select the expense item that requires a financial code.
2. Click inside the FC field.
3. Click the  button beside the FC field.



The screenshot shows a portion of the ER Details window. It features a table with three columns: 'Expense', 'Provider', and 'Line Purpose'. The 'Expense' column contains the text '08 May 2001'. The 'Provider' column contains the text 'Category*'. The 'Line Purpose' column contains a text input field. To the right of the input field is a small button with three dots, which is circled in red. This button is used to open the Pick List window.

Result: The Pick List window will appear listing your personal financial codes.

4. Select one of the financial codes.
5. Click the Apply button.


Result: The Pick List window will close. The financial code you selected will appear in the FC field.

Selecting a Provider from the Pick List Window

The Pick List window stores the financial code, line purposes, and expense providers you use most often, otherwise known as your personal pick list. When creating an expense report, you may open the Pick List window to quickly select a personal provider, financial code, and/or line purpose from your personal pick list.

Note: To add providers and line purposes to your personal pick list, you must use the Create Personal Pick List window. See the topic [Adding Providers to your Personal Pick List](#) for more information.

Selecting a Provider from the Pick List window

1. From the ER Details tab, select the expense item that requires an expense provider.
2. Click inside the **Provider** field.
3. Click the  button beside the Provider field.



The screenshot shows a portion of a web form. It includes a date field with '08 May 2001', a 'Category*' dropdown menu, a 'Provider' text field, a 'FC*' dropdown menu, and a 'Line Purpose' dropdown menu. A red circle highlights the small dropdown arrow icon located to the right of the 'Provider' text field.

Result: The Pick List window will appear listing your personal providers.

4. Select one of the providers.
5. Click the **Apply** button.

Result: The Pick List window will close. The provider you selected will appear in the Provider field.

See Also

- [Adding Providers to your Personal Pick List](#)
- [Create Personal Pick List Window](#)

Selecting a Line Purpose from the Pick List Window

The Pick List window stores the financial code, line purposes and expense providers you use most often, otherwise known as your personal pick list. When creating an expense report, you may open the Pick List window to quickly select a personal provider, financial code, and/or line purpose from your personal pick list.

Note: To add providers and line purposes to your personal pick list, you must use the Create Personal Pick List window. See the topic *Adding Line Purposes to your Personal Pick List* for more information.

Selecting a line purpose description from the Pick List window

1. From the ER Details tab, select the expense item that requires a line purpose description.
2. Click inside the **Line Purpose** field.
3. Click the ☐ button beside the Line Purpose field.

A screenshot of a software interface showing a table with two rows. The first row has columns for '08 May 2001', 'Category*', and 'FC*'. The second row has columns for 'Expense', 'Provider', and a small square button. A red circle highlights the button.

Result: The Pick List window will appear listing your personal line purpose descriptions.

4. Select one of the line purpose descriptions.
5. Click the **Apply** button.

Result: The Pick List window will close. The line purpose you selected will appear in the Line Purpose field.

See Also

- Adding Line Purposes to your Personal Pick List
- Create Personal Pick List Window

Financial Code Cascade Feature

The Financial Code Cascade feature helps users assign financial codes to expense items. This feature can be activated or deactivated by the Application Administrator.

- Feature ACTIVATED - When a user adds a new row or expense item to their expense report, the FC field in the new row will copy the code being used in the previous row.
- Feature DEACTIVATED - When a user adds a new row or expense item to their expense report, the FC field in the new row will default to the Default Financial Code the user has set in their Personal Profile window.

Example - Cascade feature activated

1	25 Aug 2000	Air Travel	AAV10014.C	United States	100.00
	Expense	Air Canada	Client	Description	
2	25 Aug 2000	Category*	AAV10014.C	United States	0.00
	Expense	Provider	Client	Description	

The new expense line adopts the Financial Code from the previous expense line.

Example - Cascade feature NOT activated

1	25 Aug 2000	Air Travel	AAV10014.C	United States	100.00
	Expense	Air Canada	Client	Description	
2	25 Aug 2000	Category*	AAV20015.B	United States	0.00
	Expense	Provider	Client	Description	

The new expense line is assigned the user's default Financial Code, even though the previous expense line was not assigned the user's default Financial Code.

See Also

- Default Financial Codes

Attendees Window

Use the Attendees window to record information about the individuals you have expensed during a business function (meals, entertainment, etc.).

Note: When you open the Attendee window, your name will always be the first name of the list of attendees.

The screenshot shows the 'Attendees' window with the following fields and data:

- Category:** Entertainment-core
- Date:** 24 Sep 2001
- No. of Attendees Entered:** 3
- Discussion:** Western Expansion

No.	Guest Name	Company	Title
1	Hynes, Bryan		Sales Representative
2	John Smith	ABC Inc.	President
3	Peter North	John Doe Inc.	Senior Executive

Below the table, there are input fields for the selected attendee (No. 3):

- Guest No.:** 1
- Company:** John Doe Inc.
- Guest Name*:** Peter North
- Title:** Senior Executive
- Alcohol/Entertainment Amount:** 0.00

Buttons at the bottom: Add, Update, Delete, OK, Cancel, Help.

To open the Attendees window:

1. From the ER Details tab, create an expense item using an expense category that will require you to record the names of the people that were included in the expense (e.g. Entertainment, Meals, etc.).

Note: You can also open the Attendees window from the Hotel Folio window.

2. Click the **Attendees** button.

To add an attendee:

1. Click the **Add** button.
2. Enter the required information about your guest.
3. Click the **Update** button.

Result: The attendee is added to the attendees list.

To update an attendee:

1. From your list of attendees, select the person who's information you wish to modify.
2. Make the necessary changes to the attendee's personal information.
3. Click the **Update** button to save your changes.

Continue on next page...

To delete an attendee:

1. From your list of attendees, select the attendee you wish to remove from the list.
2. Click the **Delete** button.
3. When the confirmation message appears, click the Yes button to continue.

Result: The selected attendee is removed from the list.

Window Fields

Field Name:	Description:
Discussion	Enter the topic of discussion between you and your guests. Note: When an asterisk appears beside this field it signifies that the field is mandatory.
Guest Name	Enter your guest's name. Note: This field must be completed for each guest.
Company	Enter the company with whom you guest is employed. Note: When you first open the Attendees window your name will be the first name on the list of attendees. Your company name will be added automatically beside your name. You may change your company name on the Attendees window as long as you have access rights in your personal profile. Note: When an asterisk appears beside this field it signifies that the field is mandatory.
Title	Enter your guest's corporate title within their company (e.g. President, Senior Executive, etc.). Note: When an asterisk appears beside this field it signifies that the field is mandatory.
Alcohol/Entertainment Amount	Enter the amount spent on alcohol. Note: This field will only appear if you are a Per Diem User.

Window Buttons

Button Name:	Description:
Add button	Click this button to add a new attendee to your list. Then proceed with entering the required information about your guest.
Update button	Whenever you add or update attendee information, click this button to save your changes.

Continue on next page...

Window Buttons, continued

Button Name:	Description:
Delete button	Click this button to delete the attendee you have selected on the attendees list.
OK	Click this button to save your changes and exit the Attendees window.
Cancel	Click this button to exit the Attendees window without saving your changes.

See Also

- Adding Attendees to an Expense Item

Adding Attendees to an Expense Item

Perform this procedure when creating an expense report that contains expense items that require you to list the individuals who you have expensed during a corporate function (meals, entertainment, etc.).

Note: This topic is a continuation from the procedure, [Adding Expense Items](#).

To add attendees to your expense item:

1. From the ER Details tab, select the expense item that requires you to add attendees.
2. Click the **Attendees** button.
Result: The Attendees window will open. The program automatically adds you as the first attendee.
3. In the **Discussion** field, briefly describe the topic of discussion between you and your guests.
4. In the **Guest Name** field, enter the name of your guest.
Note: Enter your information for Guest No. 1.
5. In the **Company** field, enter the name of the company whose employee you expensed.
6. In the **Title** field, enter your guest's position within their company (e.g. President, Director, etc.).
7. Click the **Update** button.
8. To add another attendee, click the **Add** button and repeat Steps 4 to 8.
- otherwise -
Click the **OK** button to save your changes and exit the Attendees window.
Note: If the number of attendees in the Units field is not consistent with the number of attendees you entered in the Attendees window, then a message box will appear asking you if you wish to overwrite the number of attendees in the Units field. Click the Yes button on the message box to continue.
9. Continue with the procedure *Adding Expense Items*.

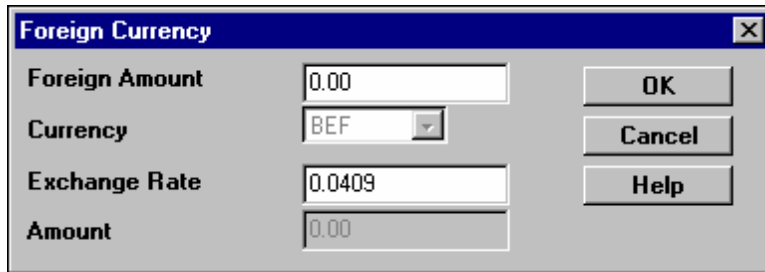
See Also

- Attendees Window

Foreign Currency Window

When recording an expense that was paid for using a foreign currency, use the Foreign Currency window to enter the amount you paid for the expense in the foreign currency.

Example



To open the Foreign Currency window:

1. On the ER Details tab, select from the **Location** drop-down list the name of the foreign country where you paid for the expense.
2. Click anywhere outside of the Location field.

Result: The Foreign Currency window will appear.

Note: Once you close the Foreign Currency window, you can reopen it by clicking the button beside the Foreign Amount field.

How to complete the Foreign Currency window:

1. In the **Foreign Amount** field, enter the total cost of the expense in the foreign currency.
2. If you paid for the expense using a charge card, then enter, in the **Exchange Rate** field, the exchange rate your charge card company imposed.
Otherwise, if you paid for the expense using foreign cash, enter, in the Exchange Rate field, the exchange rate that was imposed by the financial institution that sold you the foreign currency.
3. Click the **OK** button to save your changes and close the window.

Result: The total cost of the expense in your base currency will be displayed in the Amount field. The total cost of the expense in the foreign currency will be displayed in the Foreign Amount field.

Point to Point Window

Purpose

Use the Point to Point window to create, modify, and delete trip records.

Trip Record

A trip record calculates the amount owed to an employee for traveling between two locations during a business trip. The reimbursement amount is calculated using the distance between the two locations and the predetermined mileage rate assigned to that particular trip.

Example

The screenshot shows the 'Point to Point' window with a table of trip records. The first record is selected, showing details for a trip on 14 Jan 2002 from Whitby, Durham, Ontario to Mississauga, Peel, Ontario, with 200 miles and a total amount of 3400.0. Below the table, there are input fields for 'From', 'To', 'Date', 'Miles', 'Mileage Rate', 'Amount', and 'Financial Code'. The 'From' field is 'Whitby, Durham, Ontario', 'To' is 'Mississauga, Peel, Ontario', 'Date' is 'Mon 14 Jan 2002', 'Miles' is '200', 'Mileage Rate' is '17.00', 'Amount' is '3400.0', and 'Financial Code' is '359.33290.130.31.AV8.5C.05'. There are buttons for 'Add', 'Update', 'Delete', 'OK', 'Cancel', and 'Help'. At the bottom, there is a 'Guideline' section with 'ORG Vehicle' checked and 'Total Amount' and 'Total Miles' fields showing '3400.0' and '200' respectively.

No	Date	From	To	Miles	Vicinity	Description	MPH	VME
1	14 Jan 2002	Whitby, Durham, Ontario	Mississauga, Peel, Ontario	200				

Destination: Date:
 From:
 To:
 Miles: Mileage Rate: Amount:
 Financial Code:
 Guideline: ☒ ORG Vehicle Total Amount:
 Total Miles:

To open the Point to Point window:

1. Open the Expense Report window.
2. Click on the ER Details tab.
3. Click inside the Category field, and select an expense category associated with mileage expense claims (e.g. mileage, car rental).

Result: The Point to Point window will open automatically.

Use this window to:

- Create a Trip Record
- Location Window (PTP)

Create a Trip Record

Use the Point to Point window to create, modify, and delete trip records.

Trip Record

A trip record calculates the amount owed to an employee for traveling between two locations during a business trip. The reimbursement amount is calculated using the distance between the two locations and the predetermined mileage rate assigned to that particular trip.

To create a trip record:

1. Open the Expense Report window.
2. Click on the **ER Details** tab.
3. Click inside the **Category** field, and select an expense category associated with mileage expense claims (e.g. mileage, car rental).

Result: The Point to Point window will open automatically.

4. Click the **Add** button.

Result: Your Default Origin will appear in the From field.

Note: Your Default Origin can be modified on the PTP tab of the Personal Profile window.

5. If you do not wish to modify the location in the From field, skip to step 10.

- otherwise -

To modify the From field, complete steps 6 to 9.

6. Delete the current location in the **From** field; leaving the field blank.
7. Click inside the **From** field.

Result: The Location window will appear.

8. Enter all or part of the name of the city where the trip originated.
9. Click the **OK** button.

Result: If there is only one city that matches your search criteria, the Location window will close and the city name will appear in the From field on the Point to Point window.

Note: If there are more than one cities that match your search criteria, the Location window will display the names of those cities. You will be required to double-click on the correct city, thus causing the Location window to close and the selected city will appear in the From field on the Point to Point window.

10. Click inside the **To** field.

Result: The Location window will appear.

11. Enter all or part of the name of the trip destination.

Continue on next page...

To create a trip record:

12. Click the **OK** button.

Result: If there is only one city that matches your search criteria, the Location window will close and the city name will appear in the To field on the Point to Point window.

Note: If there are more than one cities that match your search criteria, the Location window will display the names of those cities. You will be required to double-click on the correct city, thus causing the Location window to close and the selected city will appear in the To field on the Point to Point window.

13. Double-click inside the **(From) Date** field.

Result: The Calendar window will appear.

14. Double-click on the date in which the trip originated.

Result: The Calendar window will close and the selected date will appear in the (From) Date field.

15. Double-click inside the **(To) Date** field.

16. Double-click on the date you arrived at your trip destination.

Result: The Calendar window will close and the selected date will appear in the (To) Date field.

17. If the Time field are active, you must enter your trip's departure time in the **(From) Time field**, and your trip's arrival time in the **(To) Time field**.

Note: To complete the Time field you must enter the time in 24 hour format. For example, 1 PM must be entered as 1300, 2 PM must be entered as 1400, etc.

18. If the **Vicinity** field is active, enter any extra miles you accumulated during your trip. For example, if you do not live in the same city where your trip began, enter the number of miles it took to drive from your home to the location where your trip began.

19. If you entered an amount in the Vicinity field, enter a brief description, in the **Description** field, explaining why you entered an amount in the Vicinity field.

20. Click the **FC** button beside the Financial Code field.

21. If the Financial Code Builder window appears, select a valid financial code.

- otherwise -

If the Pick List window appears, you may select a financial code from your personal pick list or click the Fin Code button to open the Financial Code Builder window.

Note: See the topic *Financial Code Builder Window* for assistance.

Continue on next page...



To create a trip record:

22. Once you have entered a valid financial code in the Financial Code field, click the **Update** button.

Result:

- The Mileage field will display the distance between the two locations.
- The Mileage Rate field will display the mileage rate assigned to the two locations.
- The Amount field will display the reimbursement amount the user is entitled to claim as a mileage expense on their expense report.

Note:

- Using your trip's departure time and arrival time, the program will calculate your average speed on your trip. If your average speed exceeds the speed displayed in the MPH Guideline field, a red flag  will appear in the MPH column.
- If the number of miles you entered in the Vicinity field exceeds the number of miles displayed in the Vicinity Allowance field, a red flag  will appear in the VME column.

23. Click the **OK** button.

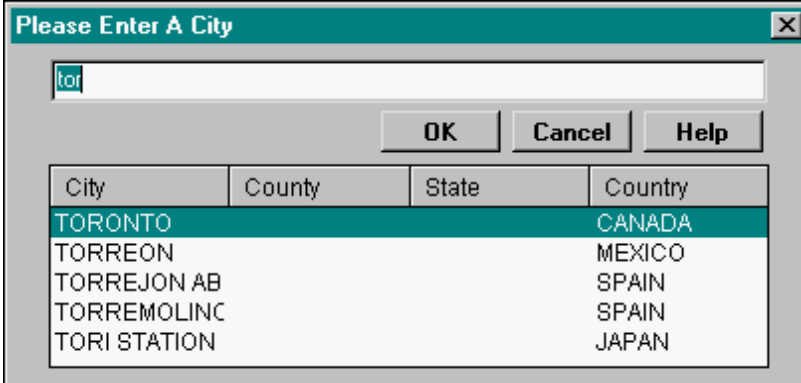
Result: The Point to Point window will close. On the ER Details tab, the Amount field will display the total amount of the mileage expense. The Units field will display the distance traveled on the trip. The PTP>> button will appear on the ER Details tab.

Note: To reopen the Point to Point window, simply click the PTP>> button.

Location Window (PTP)

Use the Location window to select trip locations for the Point to Point window.

Example



The dialog box titled "Please Enter A City" contains a search input field with the text "tor". Below the input field are three buttons: "OK", "Cancel", and "Help". Below the buttons is a table with four columns: "City", "County", "State", and "Country". The table displays the following results:

City	County	State	Country
TORONTO			CANADA
TORREON			MEXICO
TORREJON AB			SPAIN
TORREMOLINC			SPAIN
TORI STATION			JAPAN

To select a location

1. Enter all or part of the name of the trip location.
2. Click the **OK** button.

Result: The cities matching the search criteria will be displayed.

3. Double-click on the correct city.
4. Click the **OK** button.

Result: The selected trip location will be added to the Point to Point window.

Per Diem Users

The Location window is also used to select locations when creating per diem expense reports.

Split Window

Use the Split window to divide the cost of an expense item between two or more financial codes.

Financial Code	Description	Percentage	Amount (CAD)	Flag
01AAV010 BA		50.00	17.00	
01AAV102 C4		50.00	17.00	

Unreconciled Total: 0.00, 0.00

Financial Code*: 01AAV010 BA
 Description:
 Percentage*: 50.00
 ER Item Type: Expense

Split Amount*: 17.00 (CAD)
 Split Base Amount*: 31.23 (USD)

Buttons: Add, Update, Delete, OK, Cancel, Unsplit, Help

To open the Split window:

1. From the ER Details tab, select the expense item you wish to split.

Note: Ensure that the item amount is above \$0.00.

2. Click the **Split** button.

Result: The Split window will appear.

Note: Each row on the Split window will represent a financial code to which you must allocate a percentage of the expense. As a default, the first row has been allocated 100% of the expense.

Opening the Split window from the Hotel Folio window

You can also split an expense item when working from the Hotel Folio window. To open the Split window:

1. From the Hotel Folio window, select the expense item you wish to split.

2. Click the **Split** button.





Result: The Split window will appear.

Use this window to ...

- Split an Expense Item
- Apply a Split Formula to an Expense Item
- Unsplit an Expense Item

Continue on next page...

Fields


Field Name:	Description:
Unreconciled Total  	These two fields display the percentage and total amount that have yet to be allocated. Both of these fields must equal zero before you can save your changes and exit the Split window.
Financial Code	To complete this field you may either: <ul style="list-style-type: none"> • Enter a valid financial code. • Click the  button and select a financial code from the Financial Code Builder window.
Personal <input checked="" type="checkbox"/>	Select this check box if the portion of the expense you are splitting is a personal expense.
Description	Enter a brief description explaining why you are allocating a portion of the expense to the selected financial code.
Percentage	Enter the percentage you wish to allocate to the selected financial code. Note: If you enter an amount in the Split Amount field, then the Percentage field will automatically display the percentage you are allocating.
ER Item Type	Click inside the ER Item Type field and select one of the following expense types: <ul style="list-style-type: none"> • Expense - The claim is an expense to the company. • Personal - The claim is a personal expense to you, the Submitter. Note: The personal icon  will appear in the Flag column beside expense claims marked "personal". • Billable - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company. • Nonbillable - The claim is not billable to a client. The claim then becomes an expense to the company. • Unknown - You are unsure who is to be billed for the expense.

Continue on next page...

Fields, continued

Field Name:	Description:
Split Amount	<p>Enter the dollar amount you wish to allocate to the selected financial code.</p> <p>Note: Complete this field using the same currency you used to pay for the expense item.</p> <p>Note: If you enter a percentage value in the Percentage field, then the Split Amount field will automatically display the exact amount you are allocating.</p>
Split Base Amount	<p>If the expense item was paid for using a foreign currency, the Split Base Amount field will display the Split Amount in your base currency.</p> <p>Example: In the screen shot on the previous page, the foreign expense was paid for using Canadian currency; therefore, the Split Amount field is displayed in Canadian currency (CDN) while the Split Base Amount is displayed in American currency (USD) (the base currency).</p>

Buttons

Button Name:	Description:
	<p>Click this button to open the Personal Split Formula window so that you may:</p> <ul style="list-style-type: none"> • Apply a Personal Split Formula • Create a new Personal Split Formula
Add	Click this button to add a new blank row to the list of split items.
Update	Click this button to save any changes you have made to the selected split item.
Delete	Click this button to delete a selected row from the list of split items.
OK	Click the OK button to save your changes and exit the Split window.
Cancel	Click the Cancel button to exit the Split window without saving your changes.
Unsplit	Click this button to remove the split you have applied to the expense item. The Split window will also close automatically.

See Also

- Personal Split Formula Window
- Splitting All Expense Items
- Unsplitting All Expense Items

Splitting an Expense Item

While adding an expense transaction to your expense report, you may wish to divide the cost of the expense between two or more financial codes.

Note:

- This topic is a continuation from the procedure, Adding Expense Items.
- If you wish to split the expense item according to Personal Split Formula, see the procedure *Applying a Split Formula to an Expense Item* for details.
- You can also split an expense item when working from the Hotel Folio window.

To split an expense item:

1. From the ER Details tab, select the expense item you wish to split.

Note: Ensure that the item amount is above \$0.00.

Important Note: You can also split an expense item when working from the Hotel Folio window.

2. Click the **Split** button.


Result: The Split window will appear.

Note: Each row on the Split window will represent a financial code to which you must allocate a percentage of the expense. As a default, the first row has been allocated 100% of the expense.

3. Assign a financial code to the selected row by either:

- Entering a valid financial code in the **Financial Code** field.

- or -

- Clicking the  button so that you may select a financial code from the Financial Code Builder window.

4. In the **Description** field, briefly describe why you are allocating a percentage of the expense to this financial code.

5. In the **Percentage** field, enter the decimal percentage you wish to allocate to this financial code.

- or -

In the **Split Amount** field, enter the dollar value you wish to allocate to this financial code.

Note: Regardless of which field you complete, the opposite field will reflect your changes. For instance, if you decide to enter a percent value in the Percentage field, the Amount field will display the exact dollar amount you are allocating, and vice versa.

Continue on next page...

To split an expense item, continued:

6. Click inside the **ER Item Type** field and select one of the following options:

- **Expense** - The claim is an expense to the company.
- **Personal** - The claim is a personal expense to you, the Submitter.

Note: The personal icon 🧑 will appear in the Flag column beside expense claims marked "personal".

- **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company.
- **Nonbillable** - The claim is not billable to a client. The claim then becomes an expense to the company.
- **Unknown** - You are unsure who is to be billed for the expense.

7. Click the **Update** button.

Result: The information will be added to the row. The Unreconciled Total fields display the percentage and total amount that still need to be allocated.

8. To add another row, click the **Add** button and repeat Steps 3 to 8.

- otherwise -

Click the **OK** button to save your changes and exit the **Split** window.

Note: The Unreconciled Total fields must be equal zero before you can save your changes.

Result: From the ER Details tab, a split expense item can be distinguishable by the arrows that appear on the Split button when the expense item is highlighted.

e.g. 

9. Continue with the procedure *Adding Expense Items*.

See Also


- Split Window
- Splitting All Expense Items
- Applying a Split Formula to an Expense Item
- Unsplitting an Expense Item
- Unsplitting All Expense Items

Unsplitting an Expense Item

To unsplit an expense item you have split between two or more financial codes, complete the following procedure:

1. From the ER Details tab, select the expense item containing the split.

Note: You can also unsplit an expense item when working from the Hotel Folio window.

2. Click the  button to open the Split window.
3. Click the **Unsplit** button.

Result: The Split window will close immediately as the split expense item is reset.

See Also

- Splitting an Expense Item
- Splitting All Expense Items
- Unsplitting All Expense Items

Personal Split Formula Window

Each time you split the cost of an expense item between two or more financial codes, each financial code must be selected and assigned a percentage value to show the amount you will be allocating to that financial code. This process can become tedious if you are splitting your expense items between the same financial codes every time.

The Personal Split Formula window allows you create a Personal Split Formula to save both the financial codes and the percentage values you use most often. This formula can then be applied directly to any expense item you wish to split, thus saving you valuable time.

Percentage	Financial Code
50.00	01AAV010.CI
50.00	01AAV100.KP

To open the Personal Split Formula window:

1. From the Main Window, click **Personal Split Formula** on the **Profile** menu.

- or -

1. From the ER Details tab, select the expense item you wish to split.
2. Click the **Split** button to open the Split window.
3. Click the **Split Formula** button.

Note: By opening the Personal Split Formula window directly from the Split window, you will be able to immediately apply your new Split Formula to your expense item.

- or -

1. From the Hotel Folio window, select the expense item you wish to split.
2. Click the **Split** button to open the Split window.
3. Click the **Split Formula** button.

Use this window to ...

- Apply a Split Formula to an Expense Item
- Create a new Split Formula
- Modify an existing Split Formula
- Delete an existing Split Formula

Applying a Split Formula to an Expense Item

When splitting the cost of an expense item between two or more financial codes, you can save yourself the trouble of selecting the financial codes and entering the split percentages you use most often by simply applying a single Personal Split Formula.

1. From the ER Details tab, select the expense item you wish to split.

Note: Ensure that the item amount is above \$0.00.

Important Note: You can also split an expense item when working from the Hotel Folio window.

2. Click the **Split** button.

Result: The Split window will appear.

3. Click the **Split Formula** button.

Result: The Personal Split Formula window will appear.

4. From the **Formula Name** list, select the Split Formula you wish to apply to your expense item.

5. Click the **Apply** button.

Note: The Apply button is only active if you open the Personal Split Formula window directly from the Split window.

Result: The Personal Split Formula window will close automatically and the selected Personal Split Formula will appear on the Split window.

6. To make any changes as to how the expense amount has been allocated, see the topic *Using the Split Window* for details.

7. To save your changes and exit the Split window, click the **OK** button.

Note: The Unreconciled Total fields must be equal zero before you can save your changes.

Result: From the ER Details tab, a split expense item can be distinguishable by the arrows that appear on the Split button when you highlight the expense item.

e.g. 

See Also

- Create a new Split Formula
- Modify an existing Split Formula
- Delete an existing Split Formula

Creating a New Split Formula


Create a Personal Split Formula to store the financial codes and split percentages you use most often when splitting the cost an expense item between two or more financial codes. This formula can then be applied directly to any expense item you wish to split, thus saving you trouble of entering the split information manually.

1. Open the Personal Split Formula window (if the window is not already open).
2. Click the top **Add** button.
3. In the **Formula Name** field, enter the name of the new Split Formula.
4. Click the **Update** button.

Result: The name of your new Split Formula is added to the Formula Name list.

5. Click the bottom **Add** button.
6. In the Percentage field, enter the percentage of the expense amount you wish to allocate to the first financial code.
7. Select the first financial code by either:
 - Typing the valid financial code inside the **Financial Code** field.

- or -

- Clicking the  button so that you may select a financial code from the Financial Code Builder window.
8. Click the **Update** button.

Result: The first financial code will be added along with the selected split percentage.

9. Complete steps 4 to 7 for each remaining financial code you wish to add to this Split Formula.
10. Once you have finished defining the Split Formula, click the **Save** button.
11. If you opened the Personal Split Formula window directly from the Split window, you may click the **Apply** button to immediately apply the new Split Formula to the selected expense item.

- otherwise -

Click the **Close** button to exit the Personal Split Formula window.

See Also

- Apply a Split Formula to an Expense Item
- Modify an existing Split Formula
- Delete an existing Split Formula

Modifying an Existing Split Formula


Use the Personal Split Formula window to create and update personal split formulas.

To modify a personal split formula:

1. Open the Personal Split Formula window (if the window is not already open).
2. From the **Formula Name** list, select the personal split formula you wish to modify.
3. To modify the formula name, overwrite the current name in the **Formula Name** field.
4. From the Financial Code table, select the financial code you wish to modify.

Percentage	Financial Code
50.00	01AAV010.CI
50.00	01AAV100.KP

← **Financial Code Table**

5. If you wish to modify the split percentage, enter the new percentage value in the **Percentage** field.
6. If you wish to select a different financial code, you may either
 - Type a different valid financial code inside the **Financial Code** field.
 - or -
 - Click the  button so that you may select a different financial code from the Financial Code Builder window.
7. When you are finished redefining the personal split formula, click the **Update** button beside the Financial Code table.

See Also

- Apply a Split Formula to an Expense Item
- Create a new Split Formula
- Delete an existing Split Formula

Deleting an Existing Split Formula

To delete an existing Personal Split Formula:

1. Open the Personal Split Formula window (if the window is not already open).
2. From the top **Formula Name** list, select the Personal Split Formula you wish to delete.
3. Click the **Delete** button.
4. Click the **Yes** button on the confirmation message box to continue.


See Also

- Apply a Split Formula to an Expense Item
- Create a new Split Formula
- Modify an existing Split Formula

Splitting All Expense Items

Perform a global split of all the expense items in your expense report by applying a single Personal Split Formula.

To split an expense items on an expense report:

1. From the ER Details tab, click the  button.

Result: The Personal Split Formula window will appear.

2. Select the Personal Split Formula you wish to apply.
3. Click the **Apply** button.

Result: The Personal Split Formula window will close automatically as the cost of each expense item in your report is divided between the Financial Codes defined in the selected Split Formula.

Note: A split expense item can be distinguishable by the arrows that appear on the Split button when the expense item is highlighted.


e.g. 

See Also

- Personal Split Formula Window
- Splitting an Expense Item
- Unsplitting an Expense Item
- Unsplitting All Expense Items

Unsplitting All Expense Items

Perform a global unsplit of all the split expense items in your expense report.

1. From the ER Details tab, click the  button.

Result: A confirmation message will appear.

2. Click the **Yes** button on the message box to continue.

Result: All the split expense item in your expense report will be reset.

See Also

- Splitting an Expense Item
- Splitting All Expense Items
- Unsplitting a Single Expense Item

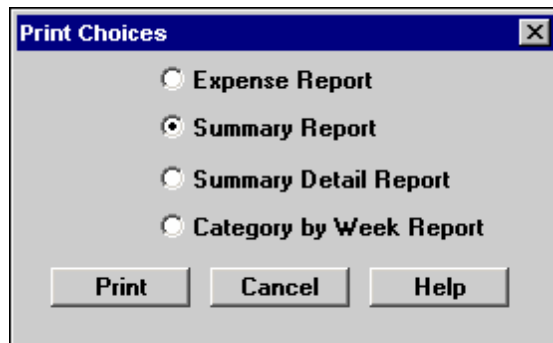
Print Choices Window

The Print Choices window will appear when you attempt to print an expense report. The window will allow you to print all or part of your expense report. Your three choices are:

<input checked="" type="radio"/>	Expense Report	Print the entire expense report.
<input checked="" type="radio"/>	Summary Report	This printout will include a copy of the ER Summary (the same information found on the ER Summary tab).
<input checked="" type="radio"/>	Summary Detail Report	This printout will include a copy of the ER Summary plus a condensed list of the expense items recorded in the expense report.
<input checked="" type="radio"/>	Category by Week Report	This printout will include a copy of the ER Summary with a summary of the expense items sorted according to category and date.

Note: Examples of the three printouts are displayed below.

Example



To print an expense report:

1. Click the **Print** button on the Expense Report window to open the Print Choices window.
2. Select the printout format you wish to use (see choices listed above).
3. Click the **Print** button.

Result: The report will open in either MS Word or an internet browser (depending on what type of user you are). See the topic *Printing an Expense Report* for more information.

4. From the **File** menu, click **Print**.
5. When the Print window appears, click the **OK** button.

Continue on next page...

Summary Report - Printout Example

Expense Report					
Number	10	Date	27 Jun 2000	Gross Claim	1082.22
Status				Personal	16.00
Period	27 Jun 2000 to 27 Jun 2000			Net Claim	1066.22
Employee ID	AM11	Division	Central Division	Company Paid 1	1066.22
Name	Mikhalchenko, Anna			Company Paid 2	0.00
Purpose	Hotel			CA Deduction	0.00
				Reimbursement	0.00
Reference	CDA 806				

Summary Detail Report - Printout Example

Expense Report					
Number	10	Date	27 Jun 2000	Gross Claim	1082.22
Status				Personal	16.00
Period	27 Jun 2000 to 27 Jun 2000			Net Claim	1066.22
Employee ID	AM11	Division	Central Division	Company Paid 1	1066.22
Name	Mikhalchenko, Anna			Company Paid 2	0.00
Purpose	Hotel			CA Deduction	0.00
				Reimbursement	0.00
Reference	CDA806				
Report Items					

Number	1	Category	Room Rate	Amount	960.87
Number	2	Category	Room Tax 1	Amount	18.02
Number	3	Category	Other Room Tax	Amount	6.01
Number	4	Category	Phone/Fax	Amount	52.85
Number	5	Category	Phone/Fax	Amount	19.22
Number	6	Category	Breakfast	Amount	3.60
Number	7	Category	Lunch	Amount	6.01
Number	8	Category	Dinner	Amount	15.64

Continue on next page...

Expense Report - Printout Example

Expense Report									
Number	10	Date	27 Jun 2000		Gross Claim		1082.22		
Status					Personal		16.00		
Period	27 Jun 2000 to 27 Jun 2000				Net Claim		1066.22		
Employee ID	AM11	Division	Central Division		Company Paid 1		1066.22		
Name	Mikhalchenko, Anna				Company Paid 2		0.00		
Purpose	Hotel		[]		CA Deduction		0.00		
					Reimbursement		0.00		
Reference	CDA806								
Report Items									
Number	1		Category	Hotel Folio		Amount		1082.22	
Date	03 May 2000		Meth.Pmt.	Corporate Card		Pers.Amount		16.0	
Gl.Code	Rename		Fin.Code	See folio		Comp. Paid 1		1066.22	
Exp.Type	Expense		Client	Project 3		Comp. Paid 2		0.0	
Provider	Stouffer Bedford Glen Hotel		Location	France		Guideline			250.00
Description	sgh								
Foreign Amt.	901.03	Currency		FRF	Exch.Rate	1.201092	Exch.Tbl		0.989
Taxes	Federal		0.00	State	0.00	VAT			0.00
Folio item									

Auto Save Feature

Introduction

An Auto Save feature has been added to the Submit/Approve Module to help prevent unsaved data from being lost should an unexpected error occur. This feature will assist users in recovering an unsaved expense report or cash advance request in event of a power or system failure. Should an unexpected error occur, forcing the application to close or halt, the next time the application opens the Recovery Report window will appear listing all of the auto-saved expense reports and cash advance requests. From this window, the user will be able to recover or delete each auto-saved file. Each user will be able to record, from the Personal Profile window, how often the Auto Save event will occur on their computer.

Effect on the Personal Profile Window

- The new Auto Save Information field has been added to the Defaults tab.
- If a user does not have Alter Personal Profile privileges, they will not be able to modify the Auto Save Information field. See the topic *Privileges Tab* for more information.
- Initial default value is 2 minutes.
- The field will allow for values from 0 to 120 (minutes) to be entered manually.
- If a 0 (ZERO) value is entered, the auto save functionality will be disabled. No information will be auto saved at anytime. If an unexpected error should occur, any unsaved reports will unrecoverable.
- The field will not accept negative values.
- The field will not accept non-numerical characters.

Effect on the Expense Report Window/Cash Advance Request Window

- When a report is created, the system will read the Auto Save time interval set in the Personal Profile window. If the interval is set to 0, the auto save feature is disabled.
- Once an auto save occurs, if an unexpected error causes the application to terminate, only the changes prior to the auto save will be recoverable; changes made after the auto save will not.
- If a new expense report or Cash Advance has been created, and an unexpected failure occurs before the first Auto Save interval, the file will not be Auto Saved. The file will not be recoverable. Therefore, it is recommended that the Auto Save feature be set to 1 or 2 minute intervals.
- If an unexpected failure occurs, upon logging in the next time, the auto saved files are displayed in the Recovery Report window. From this window, the user can choose to "Recover" or "Delete" a record.
- If "Recover" is chosen, the file is saved and will be displayed in the Activity Summary window with an "Unsubmitted" status.
- If "Delete" is chosen, the file is deleted from the system permanently.

Group Category Threshold Window

If a user attempts to submit an expense report containing one or more expense items that have exceeded their Group Category Daily Threshold limit, the Group Category Threshold window will appear to warn the user of the threshold violation.

Whether a user can submit an expense report that contains a threshold violation depends on how your company's Application Administrator has setup the Group Category Threshold feature. The App Admin has two options:

1. Not allow the user to submit the expense report without complying with the daily threshold limit.

- or -

1. Allow the user to submit the expense report with or without complying with the daily threshold limit. If the report is submitted with a violation, the Approver will receive the violation message when he/she examines the report.

Note: The Group Category Threshold feature must be activated by the App Admin in order for this window to appear.

Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "MEALS". If this category group was assigned a daily threshold limit of \$200.00, then the expense report below would activate the Group Category Threshold window.

ER Summary		ER Details			
1	04 Oct 2000	Breakfast	101.A01AAV	United States	75.00
	Expense	Harveys	Client	Breakfast at Harveys	1 People
2	04 Oct 2000	Lunch	101.A01AAV	United States	75.00
	Expense	McDonalds	Client	Lunch at McDonalds	1 People
3	04 Oct 2000	Dinner	101.A01AAV	United States	75.00
	Expense	Rosa's Restaurante	Client	Dinner at Rosa's	1 People

Group Name	Date	Daily Threshold	Total Amount	Excess Amount
MEALS	04 Oct 2000	200.00	250.00	50.00

The total amount exceeds daily threshold. Please correct any exceeding amount.

OK Help

Chapter 5

- Per Diem Related Topics

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Expense Report Window (Per Diem)

Submitters may use the per diem enhanced Expense Report window to create, modify, and submit per diem expense reports.

Example

Expense Report (BH11)-(ER00003) - Hynes, Bryan

ER Summary | ER Details | Trip Info

Expense Report # 3 Name Hynes, Bryan A. Agency 33901

Position Sales Rep. Department Sales Date 24 Sep 2001

Purpose* Trip to Vegas

Period Covered From* 24 Sep 2001 To* 24 Sep 2001

TA Number

Financial Summary | PD Guideline Summary

Outstanding Cash Advance 5290.00

Gross Claim 352.50

Personal 0.00

Net Claim 352.50

State Paid 1 105.00

State Paid 2 247.50

Cash Advance Ded'n 0.00

Reimbursement 300.00

Meals & Inc. 247.50

Lodging 105.00

Tax Details...

* Mandatory Field

Print Save Submit Close Help

☐ Display at Startup

To open the Expense Report window (Per Diem)

- From the Main Window, click the **Expense Report** button  on the toolbar.

Result: The Choose Expense Report Type dialog box appears.

Choose Expense Report Type

Please choose an ER Type

☐ PD Expense Report


☒ Regular Expense Report

OK

Note: This dialog box will not appear if the Application Administrator has granted you permission to only create one type of expense report (either Per Diem or Regular).

Continued on next page...

To open the Expense Report window (Per Diem), continued

2. Select the  PD Expense Report button.
3. Click the **OK** button.

Use the Expense Report window (Per Diem) to:

- Create a Per Diem Expense Report (on page 149)
- Modify a Per Diem Expense Report (on page 151)
- Delete a Per Diem Expense Report (on page 152)
- Submitting an Expense Report (on page 77)
- Printing an Expense Report (on page 78)

- Creating a Trip (on page 165)
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- Ending a Trip (on page 169)
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- Transferring a Charge Card Transaction to an Expense Report (on page 237)
- Transferring an Airfare Charge Card Transaction to an Expense Report (on page 238)

Expense Report Window Tabs




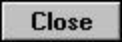

The per diem enhanced Expense Report window is divided into two tabs:

- ER Summary (page 133)
- ER Details (page 138)
- Trip Info (page 144)



Continued on next page...

Window Buttons

Button Name	Description
	Click the Print button to print a copy of your expense report. See the topic <i>Printing an Expense Report</i> for details. Note: The expense report must be saved.
	Click the Save button to save your expense report.
	Click the Submit button to submit your expense report for approval. See the topic <i>Submitting an Expense Report</i> for more details.
	Click the Close button to close your expense report.
	Click the Help button to access help information specific to the Expense Report window.
<input checked="" type="checkbox"/> Display at Startup	When the <input checked="" type="checkbox"/> Display at Startup check box is selected, a blank Expense Report window will open automatically each time you login to the Submit/Approve Module.

ER Summary Tab (Per Diem)

The ER Summary tab is displayed immediately when you open the Expense Report window (Per Diem).

Use the ER Summary tab to:

- Enter the purpose of the expense report.
- Enter the date range the report will be covering.
- Reconcile any Outstanding Cash Advances.
See the topic [Reconciliation of Outstanding Cash Advances](#) for details.
- View your expense report totals, including your Reimbursement amount.
- Access the Financial Summary and PD Guideline Summary tabs.

The screenshot shows the 'ER Summary' tab of an expense report form. At the top, there are three tabs: 'ER Summary' (selected), 'ER Details', and 'Trip Info'. Below the tabs, the form is divided into several sections. The top section contains fields for 'Expense Report #' (3), 'Name' (Hynes, Bryan), 'A. Agency' (33901), 'Position' (Sales Rep.), 'Department' (Sales), 'Date' (24 Sep 2001), 'Purpose*' (Trip to Vegas), 'Period Covered' (From: 24 Sep 2001, To: 24 Sep 2001), and 'TA Number'. Below this, there are two tabs: 'Financial Summary' (selected) and 'PD Guideline Summary'. The 'Financial Summary' section displays various financial figures: 'Outstanding Cash Advance' (5290.00), 'Gross Claim' (352.50), 'Personal' (0.00), 'Net Claim' (352.50), 'State Paid 1' (105.00), 'State Paid 2' (247.50), 'Cash Advance Ded'n' (0.00), and 'Reimbursement' (300.00). A 'Tax Details...' button is located on the left side of the Financial Summary section. A note at the bottom left states '* Mandatory Field'.

Mandatory Fields

The three fields you must complete to save or submit your expense report are:

Field Name	Description
Purpose	Enter a brief description explaining the overall purpose of the expense claims you will be recording in your expense report.

Continued on next page...

Mandatory Fields (continued)






Field Name	Description
<div data-bbox="318 306 773 394"> <div>Period Covered</div> <div>From* 10 May 2001</div> <div>To* 10 May 2001</div> </div>	<p>The From and To fields represent the date range the expense report will be covering.</p> <p>When the expense report is first created, both fields will default to the current date.</p> <p>The From and To fields are programmed to automatically copy the earliest and latest dates from the expense items claimed on the ER Details tab. Therefore, any date entered in the From/To field will be overwritten as soon as you record an expense item containing a date dissimilar to the dates in the From or To field.</p> <p>Example Scenario:</p> <ul style="list-style-type: none"> • A user returns from a trip that began on August 20 and ended on August 30. • The user creates a new expense report and enters August 20 in the From field and August 30 in the To field. • The user records three expense items on the ER Details tab. • Expense item # 1 for August 23. • Expense item # 2 for August 24. • Expense item # 3 for August 25. • As a result, the From field will now display August 23 and the To field now will display August 25. <p>Recommendation: Unless you are creating an expense report for a single day, you should let the program fill in the From/To fields.</p> <p>Modifying the From/To Fields</p> <ul style="list-style-type: none"> • Click inside the From field and enter the beginning date in date range, then click inside the To field and enter the ending date in date range. - or - • Double-click inside either the From or To field to open the Calendar window. From the Calendar window, double-click on the beginning date first, then double-click on the ending date. The Calendar window will close automatically as the chosen date range is added to the From/To fields.

Continued on next page...

Other Fields

Field Name	Description
Expense Report #	The number automatically assigned to your expense report.
Name	Your name.
A. Agency	Your Administering Agency code.
Position	Your position title.
Department	Your department name.
Date	The date the expense report was created.
TA Number	This field can be used to enter the Travel Authorization number issued by the State (if applicable).

Buttons

Button Name	Description
	Click the Print button to print a copy of your expense report. Note: The expense report must be saved. See the topic Printing an Expense Report for details.
	Click the Save button to save your expense report. Note: Your expense report will then appear on your Activity Summary window.
	Click the Submit button to submit your expense report for approval. See the topic Submitting an Expense Report .
	Click the Close button to close your expense report and return to the Main window.
	Click the Help button to access help information regarding the Expense Report window.

Tabs

The ER Summary tab (Per Diem) is divided into two tabs:

- Financial Summary (page 136)
- PD Guideline Summary (page 138)



Financial Summary Tab (Per Diem)


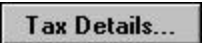
The Financial Summary tab allows you to:

- Reconcile any Outstanding Cash Advances.
See the topic [Reconciliation of Outstanding Cash Advances](#) for details.
- View your expense report totals, including your Reimbursement amount.
- View your Meals and Incidentals and Per Diem Lodging expense totals.

Example

Financial Summary		PD Guideline Summary
Outstanding Cash Advance	5290.00	▲
Tax Details...		
Meals & Inc.	247.50	
Lodging	105.00	
* Mandatory Field		
Gross Claim	352.50	
Personal	0.00	
Net Claim	352.50	
State Paid 1	105.00	
State Paid 2	247.50	
Cash Advance Ded'n	0.00	
Reimbursement	300.00	

Fields

Field Name	Description
Outstanding Cash Advance	Your Outstanding Cash Advances total. You may click the  button to open the Outstanding Cash Advances window. Use the Outstanding Cash Advances window to reconcile your Outstanding Cash Advances.
	Click the Tax Details button to open the Tax Details window and view a list of all the taxes you have claimed in your expense report.
Meals & Inc.	Total Meals and Incidental Expenses you have claimed in your expense report.
Lodging	Total Per Diem Lodging Expenses you have claimed in you expense report.
Gross Claim	Total expense amount you have claimed in your expense report.

Continued on next page...

Fields (Continued)

Field Name	Description
Personal	Total personal expense amount you have claimed in your expense report.
Net Claim	Total expense amount you have claimed in your expense report, minus your personal expenses.
State Paid 1	Total expense amount paid by the State directly to a service provider.
State Paid 2	Total expense amount paid by the State directly to a service provider.
Cash Advance Ded'n	Total amount you are transferring from your Outstanding Cash Advances balance to your expense report.
Reimbursement	Total amount owed to you by your company.

PD Guideline Summary Tab

Purpose

The PD Guideline Summary tab serves two purposes:

- Provides a quick summary of all of the per diem expenses being claimed on the expense report, including net claim amount and per diem allowable.
- Provide access to the Reasons window.

Note: When a per diem expense is selected on the PD Guideline Summary, if that expense contains a guideline violation, the message area will turn red. As a result, if the user wishes to submit the expense report with a red flag, the user would need to open the Reasons window and select a reason that best describes why they have exceeded their per diem guideline.

Example

Financial Summary		PD Guideline Summary					
#	Date	Category	Items	Amount	Guideline	Offsets	
1	Wed, 05-Sep-2001	Per Diem Meals	1	84.00	54.00		
2	Thu, 06-Sep-2001	Per Diem Meals	1	54.00	54.00		
3	Fri, 07-Sep-2001	Per Diem Meals	1	54.00	54.00		
4	Sat, 08-Sep-2001	Per Diem Meals	1	8.10	8.10		


Item 1 Exceed(s) guideline.
Reason...

Columns

Column Name	Description
#	The row number of the expense item in the PD Guideline Summary.
Date	The date the expense item was incurred.
Category	The category type of the expense item.
Items	The expense claim's item number on the ER Details tab.
Amount	The expense claim amount.
Guideline	<p>The per diem allowance amount being allocated towards the select expense claim.</p> <p>Note: If the amount in the Amount column exceeds the amount in the Guideline column, the Submitter has committed a PD allowance violation.</p>
Offsets	The balance remaining on the Offset amount.

Continue on next page...

Tab Buttons

Button	Description
	<p>Purpose</p> <p>Click the Reason button to open the Reasons window. The Reason button will become active only if the selected expense claim contains a per diem allowable violation.</p> <p>Reasons Window</p> <p>If a user records an expense claim that exceeds their per diem allowable, the user may only submit the expense report if they open the Reasons window and choose a reason that best describes why they exceeded their per diem allowable. The predefined reasons found on the Reasons window are created by the Application Administrator.</p> <p>See the topic <i>Reasons window</i> for more information.</p>

Message Area

If a highlighted expense claim contains a per diem allowable violation, the message area will be highlighted in red and will display a message indicating which item exceeds its per diem guideline. The message area will remain red until the Submitter opens the Reasons window and chooses a reason that best describes why they exceeded their per diem allowable.



Item 1 Exceed(s) guideline.

ER Details Tab (Per Diem)

The per diem enhanced ER Details tab allows you to record your expense claims in your per diem expense report.

See the topic *Adding Expense Items on a Per Diem Expense Report* on page 153.

Example

Mandatory Fields





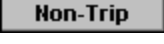
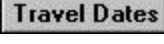

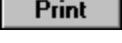


Complete the following fields for each expense item you create.

- Date
- FC
- Amount
- Provider
- Description
- Method of Payment
- Category
- Location
- ER Item Type
- Line Purpose
- Units

Note: If you chose Per Diem Meals in the Category field, then you will only be able to modify the fields Provider, Line Purpose and Description. Information in the remaining fields will be added when you complete the Meals and Incidentals Details window. See the topic *Completing the Meals & Incidentals Details Window* on page 177 for more details.







Continue on next page...

Buttons

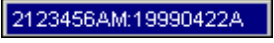
Button Name	Description
	<p>When recording a hotel expense, if you wish to record each expense on your hotel bill separately, click the Folio button to open the Hotel Folio Wizard/Hotel Folio Window.</p> <p>See the topic <i>Creating a Hotel Folio</i> for more details.</p>
	<p>When recording an entertainment expense, if you treated clients at a business function, click the Attendees button to record the names of the people you expensed.</p> <p>See the topic <i>Adding Attendees to an Expense Item</i> for more details.</p>
	<p>If you need to divide the cost of an expense item between one or more financial codes, click the Split button to open the Split window. This feature is commonly used when splitting the cost of an expense between two departments or between your company and a client.</p> <p>See the topic <i>Splitting an Expense Item</i> for details.</p>
	<p>When recording a per diem meals expense, click the M&I Details button to open the Meals & Incidentals Details window for the expense item on which you are working.</p> <p>See the topic <i>Meals & Incidentals Details Window</i> on page 172 for details.</p>
	<p>To designate an expense item as not being associated with a trip, highlight the expense item and click the Non-Trip button.</p> <p>Note: The Non-Trip button cannot be used if the expense item's category is Per Diem Meals.</p>
	<p>Click the Travel Dates button to open the Travel Dates Dialog window.</p> <p>See the topic <i>Travel Dates Dialog Window</i> on page 188 for more details.</p>
	<p>Click the PTP button to reopen the Point to Point window.</p> <p>Note: The PTP button will only appear when recording a mileage expense. The two arrows on the PTP button indicate that the selected expense item has a Point to Point record attached.</p>
	<p>Click the Print button to print a copy of your expense report.</p> <p>Note: The expense report must be saved.</p> <p>See the topic <i>Printing an Expense Report</i> for details.</p>
	<p>To add another expense item, click the Add Row button.</p>
	<p>To delete an expense item, highlight the expense item and then click the Delete button.</p>

Continued on next page...

Buttons (continued)

Button Name	Description
	Click the Split Report button to perform a global split of all the expense items in your expense report. The Personal Split Formula window will appear so that you may apply a single Personal Split Formula.
	Click the Unsplit Report button to reset <u>all</u> the split expense items in your expense report.
	Click the Save button to save your expense report. Note: Your expense report will then appear on your Activity Summary.
	Click the Submit button to submit your expense report for approval. See the topic Submitting an Expense Report for more details.
	Click the Close button to close your expense report and return to the Main window.
	Click the Help button to access help information regarding the expense report window.

Fields

Field Name	Description
Trip Field e.g. 	The trip number assigned to the highlighted expense item. The trip field will also display "Non-Trip" if the highlighted expense item is not associated with a trip (done by clicking the Non-Trip button).
GL Code	Once you assign a Category to an expense item, this field will display the General Ledger code assigned to that Category.
National Tax	Total amount of federal tax you have claimed for the selected expense item.
V.A.T.	Total amount of Value Added Tax (V.A.T.) being claimed for the selected expense item.
Ex. Rate	If you paid for the selected expense item using a foreign currency, this field will display the exchange rate used to convert the cost of the expense into your domestic currency.
Foreign Amt	Total foreign amount paid for the selected expense item.
Allowable	The daily per diem allowance available to the selected lodging or meal expense.

Continued on next page...

Fields (continued)

Field Name	Description
Category	The daily company allowance assigned to the selected lodging or meal category.
Offsets	The balance remaining on the Offset amount available to the selected lodging or meal expense.
Guideline	<p>Once you assign an expense category to an expense item, this field will display your guideline amount for the selected category.</p> <p>If this field displays the message "See Details", then you must click the M&I Details button to display your Per Diem Guidelines rates. This functionality will occur if the user selects the category "Per Diem Meals" or "M&I".</p>

Trip Info Tab

Use the Trip Info tab to create new trips and to link open and closed trips to their respective expense claims.

Example

Trip#	Start Date	End Date	Status
1:20010905A	19 Aug. 2001	21 Aug. 2001	Working
1:20010904A	04 Sep. 2001	08 Sep. 2001	Ended
1:20010831A	17 Aug. 2001	18 Aug. 2001	Ended
1:20010815A	15 Aug. 2001	16 Aug. 2001	Ended
1:20010814A	14 Aug. 2001	15 Aug. 2001	Ended

Use the Trip Info tab for:

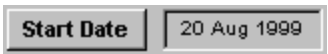
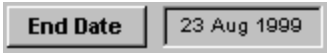
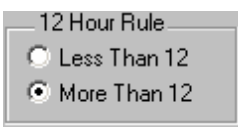

- Creating a Trip (page 165)
- Assigning a Trip (page 166)
- Modifying a Trip (page 167)
- Deleting a Trip (page 168)
- Ending a Trip (page 169)
- Opening a Trip (page 170)
- Changing a Trip (page 171)

See Also

- Trip – An Overview (in the Glossary)


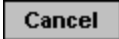

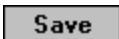

Continued on next page...

Fields

Field Name	Description
	<p>The Start Date field displays the date of the first day of the trip.</p> <p>To enter a new start date</p> <ul style="list-style-type: none"> Click the Start Date button to open the Calendar pop-up window, then select a start date for the trip.
	<p>The End Date field displays the date of the last day of the trip.</p> <p>To enter a new end date</p> <ul style="list-style-type: none"> Click the End Date button to open the Calendar pop-up window, then select an end date for the trip. <p>Note: When creating a new trip, the End Date field does not need to be completed in order to save the new trip.</p>
	<p>Select one of the following two options:</p> <ul style="list-style-type: none"> Less Than 12 (hours) - If the duration of the trip is estimated to be less than 12 hours, the per diem expense report is not eligible for per diem rates. More Than 12 (hours) - If the duration of the trip is estimated to be more than 12 hours, the per diem expense report is eligible for per diem rates.
	<p>Select one of the following three options:</p> <ul style="list-style-type: none"> In State - The trip location is within the state/province. Domestic - The trip location is domestic. International - The trip location is international.
Purpose	<p>Enter a brief statement explaining the purpose of the trip.</p> <p>Note: This field cannot be left blank.</p>
Person(s) Visited	<p>Enter the name or names of the business contacts you will be meeting with on your trip.</p> <p>Note: This field cannot be left blank.</p>

Continued on next page...

Fields (continued)

Field Name	Description																								
	Click the New Trip button to create a new trip. Result: A new trip will be added to the top of the trip scheduler.																								
	Click the Cancel button to cancel your changes.																								
	Click the Delete button to delete the trip currently highlighted on the trip scheduler. Note: A trip cannot be deleted if there are any expense items or expense reports associated with it.																								
	Click the Save button to save a new trip.																								
	Click the Help button to display the online help topic regarding the Trip Info tab.																								
Trip Scheduler	<p>When creating a new per diem expense report, select the ongoing trip associated with the expense report, or create a new trip.</p> <table><tr><th>Trip#</th><th>Start Date</th><th>End Date</th><th>Status</th></tr><tr><td>1:20010905A</td><td>19 Aug. 2001</td><td>21 Aug. 2001</td><td>Working</td></tr><tr><td>1:20010904A</td><td>04 Sep. 2001</td><td>08 Sep. 2001</td><td>Ended</td></tr><tr><td>1:20010831A</td><td>17 Aug. 2001</td><td>18 Aug. 2001</td><td>Ended</td></tr><tr><td>1:20010815A</td><td>15 Aug. 2001</td><td>16 Aug. 2001</td><td>Ended</td></tr><tr><td>1:20010814A</td><td>14 Aug. 2001</td><td>15 Aug. 2001</td><td>Ended</td></tr></table>	Trip#	Start Date	End Date	Status	1:20010905A	19 Aug. 2001	21 Aug. 2001	Working	1:20010904A	04 Sep. 2001	08 Sep. 2001	Ended	1:20010831A	17 Aug. 2001	18 Aug. 2001	Ended	1:20010815A	15 Aug. 2001	16 Aug. 2001	Ended	1:20010814A	14 Aug. 2001	15 Aug. 2001	Ended
Trip#	Start Date	End Date	Status																						
1:20010905A	19 Aug. 2001	21 Aug. 2001	Working																						
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1:20010831A	17 Aug. 2001	18 Aug. 2001	Ended																						
1:20010815A	15 Aug. 2001	16 Aug. 2001	Ended																						
1:20010814A	14 Aug. 2001	15 Aug. 2001	Ended																						

Trip Scheduler Columns

Column Name	Description
Trip#	The number automatically assigned to your trip.
Start Date	The date and time your trip was started.
End Date	The date and time your trip ended.
Status	<p>The status of the trip. There are three possible statuses:</p> <ul style="list-style-type: none"> • Working is the status that is displayed when a trip is highlighted. • On Going is the status that is displayed when a trip does not have an end date. • Ended is the status that is displayed when a trip is completed and has an end date. <p>Note: A new trip cannot be started while another trip is on-going.</p>

Trip – An Overview

- When the Trip feature is activated, Per Diem Users must group their travel expenses according to each business trip. Each trip group will be known as a "trip".
- The purpose of a trip is to enforce the government's restrictions on per diem meals and incidentals (M&IE) allowances for the first and last days of a business trip. According to Per Diem Guidelines, the government will only grant a user 75% of their regular daily per diem M&IE allowance for the first and last days of a trip since those days are normally spent traveling to and from the trip destination. Therefore, when a trip is created, a user must indicate the date the trip began; and when the trip is completed, the user must indicate the date the trip was completed.
- A new trip cannot be created if a trip exists without an end date and time. Trip dates cannot overlap.
- A single trip may cover several expense reports.
- Per Diem Users create trips on the Trip Info tab of the Expense Report window.

See Also

- [Creating a Trip \(page 165\)](#)
- [Assigning a Trip \(page 166\)](#)
- [Modifying a Trip \(page 167\)](#)
- [Deleting a Trip \(page 168\)](#)
- [Ending a Trip \(page 169\)](#)
- [Opening a Trip \(page 170\)](#)
- [Changing a Trip \(page 171\)](#)

Offsets – An Overview

The Offset feature allows per diem users the ability to allocate a portion of their unused daily Per Diem Lodging allowance to compensate for exceeding their daily Per Diem Meals allowance, and vice versa. For example, if a user exceeds his/her daily Per Diem Meals allowance by \$10, the user can offset that amount by using \$10 from his/her unused daily Per Diem Lodging allowance.

By definition, the Offset amount available for the Per Diem Meals allowance is equal to the unused portion of the Per Diem Lodging allowance, while the Offset amount available for the Per Diem Lodging allowance is equal to the unused portion of the Per Diem Meals allowance.

Offset Amount for Per Diem Lodging = Unused Per Diem Meals Allowance

Offset Amount for Per Diem Meals = Unused Per Diem Lodging Allowance

Important Notes:

- The Offset feature functions automatically. Users are not required to physically allocate funds from one allowance to another. Users are only required to make sure that the Offset amount is greater than or equal to the amount exceeding their allowance.
- Expense claims recorded under the categories Breakfast, Lunch, and Dinner will be deducted from the per diem user's daily Per Diem Meals allowance.
- The Offset feature only works if a per diem user claims both a Per Diem Lodging expense and a Per Diem Meals expense (breakfast, lunch, or dinner). If the user claims either a lodging expense or a meal expense by itself, the user will not be able to take advantage of the Offset feature.


Example Scenario

- John, a per diem user, is entitled to a daily Per Diem Lodging allowance of \$89 and a daily Per Diem Meals allowance of \$46.
- John records a Per Diem Lodging expense of \$80 in his expense report, thus leaving an unused lodging allowance balance of \$9 (89-80).
- John records a dinner expense of \$36, which is automatically deducted from his Per Diem Meals allowance. Thus, the balance remaining from John's Per Diem Meals allowance is \$10 (46-36).
- John's unused Per Diem Lodging allowance balance of \$9 represents the Offset amount available to the Per Diem Meals allowance. John may use this Offset amount should he exceed his Per Diem Meals allowance by nine dollars or less.
- John's unused Per Diem Meals allowance balance of \$10 represents the Offset amount available to the Per Diem Lodging allowance. John may use this Offset amount should he exceed his Per Diem Lodging allowance by ten dollars or less.
- John records a lunch expense for \$18, which is automatically deducted from his Per Diem Meals allowance. Because John only had \$10 remaining in his Per Diem Meals allowance, he has exceeded his meals allowance by \$8. Fortunately for John, the Offset amount available on his Per Diem Meals allowance was \$9 because he had \$9 remaining from his Per Diem Lodging allowance. Therefore, the \$8 will be automatically offset. The Offset amount available for John's Per Diem Meals allowance is now \$1.

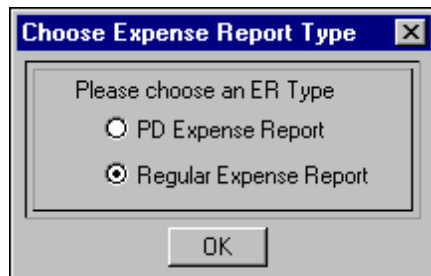
Creating a Per Diem Expense Report

A per diem expense report is created to report expenses that you have incurred while working on a government funded project. Once the expense report is complete, you must submit the report for approval in order to receive payment.

To create a per diem expense report:

1. From the Main Window, click the  button.



Result: The Choose Expense Report Type dialog box appears.



Note: This dialog box will not appear if the Application Administrator has granted you permission to only create one type of expense report (either Per Diem or Regular).

2. Select the ☒ **PD Expense Report** button.
3. Click the **OK** button.

Result: An Expense Report window appears.

4. In the **Purpose** field, enter the purpose of the expense report.
5. If you need to modify the date in the **Period Covered From** field, then click the  button and select the date from the Calendar pop-up window.
6. If you need to modify the date in the **Period Covered To** field, then click the  button and select the date from the Calendar pop-up window.
7. Click the **ER Details** tab.
8. Begin adding expense items to your expense report.

See the topic *Adding Expense Items on a Per Diem Expense Report* on page 153 for details.

Continued on next page...

To create a per diem expense report (continued):

9. If you wish to assign a new trip to your expense items, see the topic *Creating a Trip* on page 165.
Or, if you wish to assign an existing trip to your expense items, see the topic *Assigning a Trip to an Expense Item* on page 166.

10. If you have an Outstanding Cash Advance balance, you can transfer all or part of your balance to your expense report.

Note: This action will reduce both your Outstanding Cash Advance balance and the Reimbursement amount on your expense report. See the topic *Reconciliation Outstanding Cash Advances* for details.

11. Once the per diem expense report is complete, click the **Save** button.

Result: The per diem expense report is saved with the status **Unsubmitted**.


12. To submit the expense report for approval, see the topic *Submitting an Expense Report* for details.
13. To close the Expense Report window without submitting, click the **Close** button.

Modifying a Per Diem Expense Report

Your per diem expense report may need to be modified before it is submitted. Or, if your per diem expense report has been rejected, you may need to modify the file according to the comments left by the Approver.

Note: Only files with a status of Unsubmitted or Rejected can be modified. Only the individual who created the per diem expense report can modify it.

To modify a per diem expense report:

1. Open the Activity Summary window.
2. Click the  **PD Expense Report** option button.
3. If your file was rejected, you may want to view the comments left by the Approver.

[See the topic *Viewing the Event Log* for details.](#)

4. Highlight the file you wish to modify, then click the **Open** button.


Result: The expense report opens.

5. Refer to the topic *Creating a Per Diem Expense Report* on page 149 for details on how to complete the per diem expense report.

Deleting a Per Diem Expense Report

Only files with a status of Rejected or Unsubmitted can be deleted.

To delete a per diem expense report:

1. Open the Activity Summary window.
2. Make sure that the  **PD Expense Report** option button is selected.
3. Select the expense report you wish to delete.
4. Click the **Delete** button.
5. When the confirmation message appears, click the **Yes** button to continue.

Result: The per diem expense report is deleted from the Activity Summary window.

See Also

Activity Summary Window

Adding Expense Items on a Per Diem Expense Report

When creating an per diem expense report, each expense item must be recorded separately on the ER Details tab. Follow the steps below to learn how to record an expense item.

Note: This topic is a continuation from the procedure *Creating a Per Diem Expense Report* on page 149.

To add an expense item to a per diem expense report:

When you first open an expense report, the **ER Details** tab will have an empty expense item ready for you.

1	Date*	Category*	FC*	Location*	Amount*
	ER Item Type	Provider	Line Purpose	Description	Units

1. Complete the following fields:

- Date field
- FC field
- Amount field
- Provider field
- Description field
- Method of Payment field
- Category field
- Location field
- ER Item Type field
- Line Purpose field
- Units field

Note: If you choose Per Diem Meals in the Category field, you will only be able to complete the Provider, Line Purpose and Descriptions fields. The information in the other fields will be added once you complete the Meals & Incidentals Details window.

2. If you are recording a hotel expense, you may divide the costs incurred in your hotel bill by creating a Hotel Folio.

Note: See the topic *Creating a Hotel Folio* before continuing with the next step.

Note: It may be mandatory for you to create a Hotel Folio when recording a hotel expense.

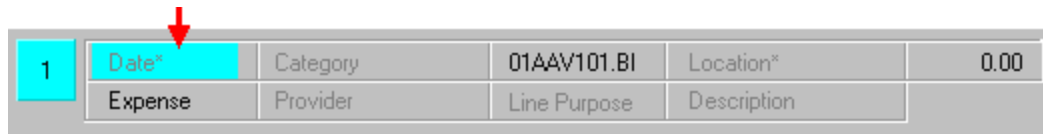
3. To add another expense item, click the **Add Row** button.

4. If your expense item involved expensing others during a corporate function, you may need to record the attendees. See the topic *Adding Attendees to an Expense Item* before continuing with the next step.

5. If you need to divide the cost of an expense item between one or more financial codes, then see the topic *Splitting an Expense Item* for details.

6. To continue creating the expense report, return to the procedure *Creating a Per Diem Expense Report* on page 149.

Date field



1	Date*	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the date in which the expense item was incurred.

Note: When the expense report is first created the Date field defaults to the beginning date in the period covered date range (shown on the ER Summary tab).

To modify the Date field:

1. Click inside the **Date** field and enter the date in which the expense item was incurred.
- or -
- Double-click inside the **Date** field and select the correct date from the Calendar window.

Calendar Window

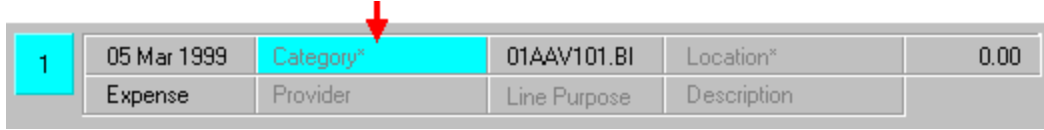


- To select a date from the Calendar window you must double-click on the calendar date. When a date is selected the Calendar window will close automatically.
- Use the arrow buttons above the calendar display to toggle from month to month.

Note: If you choose Per Diem Meals as the expense category, you will only be able to modify the Date field from the Meals & Incidentals Details window.

Continue on next page...

Category field



1	05 Mar 1999	Category*	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

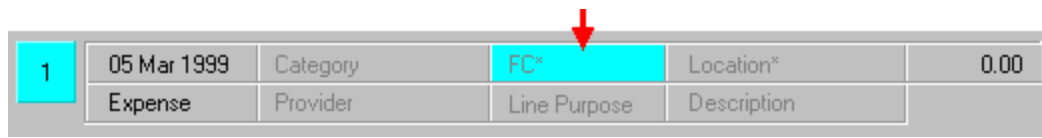
This field displays the expense category that the expense item falls under.

To select the appropriate Category,

1. Click once inside the **Category** field to display the ☐ button.
2. Click the ☐ button to display the drop-down list.
3. Select the Category from the drop-down list.

Note: If you select the category Per Diem Meals, the Meals and Incidental Expenses window will appear once you click outside of the Category field.


FC field



1	05 Mar 1999	Category	FC*	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the financial code assigned to the expense transaction.

To complete the FC field you can either:

- Accept the default financial code (when available).
- or -
- Click inside the FC field, then click the  button beside the FC field to open the Financial Code Builder window.

See Also

- Default Financial Codes
- Financial Code Cascade Feature

Note: If you chose Per Diem Meals as the expense category, you will only be able to modify the FC field from the Meals & Incidentals Details window.

Continue on next page...

Location field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	

This field displays the location where the expense item or service was incurred.

Note: When the expense report is first created the Location field is set to the default location.

To enter the correct location,

1. Click once inside the **Location** field to open the **Location** window.

2. Enter the name of the location in the field provided.
3. Click the **OK** button.


Note: If you entered the name of a foreign city, the Location window will expand to list all the foreign cities with the same name. You must double-click on the foreign city that matches the correct location, then click the OK button again.

City	County	State	Country
MOSCOW			RUSSIA

Continue on next page...

Amount field

1	05 Mar 1999	Category	01AAV101.BI	Location*	Amount*
	Expense	Provider	Line Purpose	Description	




Enter the total amount paid for the expense item.

Note: If you used the Foreign Currency window to enter the foreign currency you paid, then the Amount field will automatically display cost of the expense in domestic currency. For example, if you were an American executive visiting Canada and you paid for an expense using Canadian currency, then the Amount field would display the amount you paid in U.S. currency.

If you paid for an expense in a foreign country using a domestic currency, then you would have to manually enter the amount you spent in the Amount field. For example, if you were an American executive visiting Canada and you paid for an expense using U.S. currency, then you would need to enter the amount you paid in the Amount field.

ER Item Type field



1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	ER Item Type	Provider	Line Purpose	Description	



This field displays which Expense Type the expense item falls under. Choose one of the five Expense Types:

- **Expense** - The claim is an expense to the company.
- **Personal** - The claim is a personal expense to you, the Submitter.
- **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company.
- **Nonbillable** - The claim is not billable to a client. The claim then becomes an expense to the company.
- **Unknown** - You are unsure who is to be billed for the expense.


To select the correct Expense Type,

1. Click once inside the **ER Item Type** field to display the  button.
2. Click the  button to display the drop-down list.
3. Select the correct Expense Type from the drop-down list.

Continue on next page...

Provider field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	



This field displays the name of the company who provided the expense.



To modify the Provider field you can either:

- Click once inside the **Provider** field, then type in the name of the Provider.

- or -

- Click once inside the Provider field, click the  button, then select the correct Provider from the drop-down list.


- or -

- If you have previously added the correct Provider to your Personal Pick List, then click once inside the **Provider** field to display the  button. Click the  button to open the **Pick List** window. Select the correct Provider from the **Pick List** window, then click the **Apply** button.

[See the topic Adding Providers to the Personal Pick List for more details.](#)




Line Purpose field

1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	



Enter the purpose of the line item being expensed. This field will be used for reporting purposes. Once entered, this field will carry over to subsequent lines, thus avoiding multiple lines.

To modify the Line Purpose field you can either:

- Click once inside the **Line Purpose** field, click the  button, then select the correct line purpose description from the drop-down list.
- or -
- If you have previously added the line purpose description to your Personal Pick List, then click once inside the **Line Purpose** field to display the  button. Click the  button to open the **Pick List** window. Select the line purpose description from the **Pick List** window, then click the **Apply** button.

[See the topic Adding Line Purposes to the Personal Pick List for more details.](#)

Continue on next page...

Description field


1	05 Mar 1999	Category	01AAV101.BI	Location*	0.00
	Expense	Provider	Line Purpose	Description	



Enter a brief description of the expense item.

Units field

1	05 Mar 1999	Mileage	01AAV101.BI	Location*	0.30
	Expense	Provider	Line Purpose	Description	1 Miles



Depending on which **Category** you have selected for the expense item, the **Units** field may appear beside the **Description** field. For example, if you chose a Category relating to the mileage accumulated on a business trip, then the **Units** field will require you to enter the number of miles you accumulated. In turn, the Amount field will then display your reimbursement amount based on a cost per mile rate setup by your Application Administrator.

Note: Your Application Administrator is responsible for deciding which Category types will require the **Units** field.

Method of Payment Field

Folio...	Attendees...	Split...
USD		GL Code
Method of Payment		



Located near the bottom-right corner of the ER Details tab, the **Method of Payment** field displays how you paid for the expense (e.g. Cash, Credit Card).

To modify the **Method of Payment** field, simply double-click inside the field and select one of the predefined payment methods from the drop-down list.

Creating a Trip in a Per Diem Expense Report

Introduction

The purpose of a trip is to enforce the government's restrictions on per diem meal and lodging allowances for the first and last days of a business trip. According to Per Diem Guidelines, the government will only grant a user 75% of their regular daily per diem meal and lodging allowance for the first and last days of a trip since those days are normally spent traveling to and from the trip destination. Therefore, when a trip is created, the user must indicate the date the trip began, and when the trip is completed, the user must indicate the date the trip was completed.

For more information, see the glossary definition for the term *Trip*.

Note: A new trip cannot be created if a trip exists without an end date and time. Trip dates cannot overlap.

To create a new trip

1. Open the Trip Info Tab.

2. Click the **New Trip** button.

Result: A new trip is added to the top of the Trip Scheduler.

3. If you want to start the trip on a different day, click the **Start Date** button to open the Calendar pop-up window, then select the correct start date for the trip.
4. If you wish to set an end date for the trip, click the **End Date** button to open the Calendar pop-up window, then select an end date.

Note: An end date is not mandatory when creating a trip.

5. In the 12 Hour Rule area, select one of the following two options:
 - Less Than 12 (hours) - If the duration of the trip is estimated to be less than 12 hours, you will not be eligible for a per diem meal or lodging allowance.
 - More Than 12 (hours) - If the duration of the trip is estimated to be more than 12 hours, you will be eligible for a per diem meal and lodging allowance.
6. In the Trip Type area, select one of the following three options:
 - **In State** - The trip location is within the state/province.
 - **Domestic** - The trip location is domestic.
 - **International** - The trip location is international.
7. In the **Purpose** field, enter the purpose of the trip.
8. In the **Person(s) Visited** field, enter the names of the people visited on the trip.
9. Click the **Save** button.

Result: The new trip is saved.

See Also

Assigning a Trip

Assigning a Trip to an Expense Item

During an ongoing trip, you may end up associating the trip with several different expense items on several different expense reports.

To assign a trip to an expense item


1. From the ER Details tab, select the expense item you wish to assign to your trip.
2. Click on the Trip Info tab.
3. From the Trip Scheduler, highlight the trip you wish to assign to the selected expense item.

- or -

Complete the procedure Creating a Trip in a Per Diem Expense Report on page .

4. Click the **Save** button.
5. Click the ER Details tab.
6. Notice that the Trip field now displays the purpose of the trip you have assigned to the expense item.

Trip...	Non-Trip	Trip to Las Vegas	
V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	1	120.00	145.00



See Also

Modifying a Trip
Deleting a Trip
Ending a Trip
Opening a Trip
Changing a Trip

Modifying a Trip in a Per Diem Expense Report

Trip information can only be modified before you submit your per diem expense report for approval. Once the per diem expense report is submitted, you may only change a trip's end date and end time.

Note: Trips cannot have overlapping days.

To modify a trip before submitting the per diem expense report

1. Open the Trip Info window.
2. From the Trip Scheduler, select the trip you wish to modify.
3. To modify the start date, click the **Start Date** button to open the Calendar pop-up window, then select a different start date for the trip.

Note: The start day cannot be past the current day.

4. To modify the end date, click the **End Date** button to open the Calendar pop-up window, then select an end date for the trip.
5. If the trip duration was less than 12 hours, click the ☐ **Less Than 12** button.
Otherwise, if the trip duration was more than 12 hours, click the ☐ **More Than 12** button.
6. To change the trip type, select either the ☐ **State** button, the ☐ **Domestic** button, or the ☐ **International** button.
7. To modify the trip purpose, enter a new purpose in the **Purpose** field.
8. You may also modify the **Purpose** field and the **Person(s) Visited** field.
9. To save your changes, click the **Save** button.

Result: Your modifications to the trip are saved.

See Also

Deleting a Trip

Deleting a Trip in a Per Diem Expense Report

A trip can ONLY be deleted if it is NOT associated with an expense report that has been submitted for approval. Furthermore, to delete a trip you must first dissociate any expense items associated with it.

To delete a trip without expense items

1. Open the Trip Info tab.
2. From the Trip Scheduler, highlight the trip you wish to delete.
3. Click the **Delete** button.

Result: The trip is deleted.

To delete a trip with expense items

1. From the ER Details tab...
2. Click on the expense item associated with the trip you wish to delete.
3. If this expense item has been assigned the expense category Per Diem Lodging and Per Diem Meals, then you will have to choose a different Category before you can dissociate the expense item from the trip.
4. Click the **Non-Trip** button.

Note: Deleting the expense item will also dissociate the item from the trip.

5. Finish dissociating any remaining expense items from the trip.
6. Click the **Change Trip** button to open the Trip Info window.
7. Highlight the trip you wish to delete.
8. Click the **Delete** button.

Result: The trip is deleted.

See Also

Ending a Trip

Opening a Trip

Changing a Trip

Ending a Trip in a Per Diem Expense Report

An end date must be given to an ongoing trip before a new trip can be created. An end date can be assigned to a trip from either the Trip Info window or the Meals & Incidentals Details window.

Note:

- A trip cannot have an end date that overlaps the date of any other trip.
- This procedure does not apply to trips that were assigned an end date when they were first created.

To end a trip from the Trip Info window

1. Open the *Trip Info* window.
2. From the Trip Scheduler, highlight the trip you wish to end.
3. Click the **End Date** button to open the Calendar pop-up window, then select an end date for the trip.
4. Click the **OK** button to save the trip.

To end a trip from the Meals & Incidentals Details window

1. Open the Meals & Incidentals Details window.
2. To select a specific end date, click the **End** button to open the Calendar pop-up window, then select an end date for the trip.

- or -

To assign the current day as the end date, select the ☒ **Last Date** check box.

Result: The end date is set.

See Also

Opening a Trip

Changing a Trip

Opening a Trip in a Per Diem Expense Report

Should you wish to change the end date on a trip that is assigned to a submitted per diem expense report, you must first open the trip.

Note: A trip cannot be opened unless all other trips are given an end date. In other words, you cannot have multiple trips opened at the same time.

To open a trip

1. Open the Trip Info tab.
2. From the Trip Scheduler, highlight the trip you wish to open.
3. Click the **Open Trip** button.

Result: The trip's end is cleared automatically.

Note: For more information on changing a trip's end date, see the topic *Modifying a Trip* on page 167 .

See Also

Changing a Trip

Changing a Trip

You may wish to assign a different trip to an expense item on your per diem expense report.

To change a trip

1. From the ER Details tab, highlight the expense item you wish to modify.
2. Click the Trip Info tab.
3. From the Trip Scheduler, click on the trip you wish to assign to the selected expense item.

Trip#	Start Date	End Date	Status
1:20010905A	19 Aug. 2001	21 Aug. 2001	Working
1:20010904A	04 Sep. 2001	08 Sep. 2001	Ended
1:20010831A	17 Aug. 2001	18 Aug. 2001	Ended
1:20010815A	15 Aug. 2001	16 Aug. 2001	Ended
1:20010814A	14 Aug. 2001	15 Aug. 2001	Ended

4. Click the ER Detail tab.
5. Notice that the Trip field now displays the purpose of the trip you have assigned to the expense item.

Trip...	Non-Trip	Trip to Las Vegas	
V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	1	120.00	145.00

6. To save your changes, click the **Save** button.

Meals & Incidentals Details Window

Use the Meals & Incidentals Details window to view, modify, and calculate your M&IE (meals and incidental expenses) allowance for each day of your trip.

Note: When you exit the Meals & Incidentals Details window, the application will calculate your M&IE allowance entitlement for your entire trip. This amount will appear in the Amount field on the ER Details tab

Example

#	Date	Location	Amount (USD)	Type
001	18 Feb. 2002	LAS VEGAS	18.00**	Expense
002	19 Feb. 2002	LAS VEGAS	30.00	Expense
003	20 Feb. 2002	LAS VEGAS	30.00	Expense
004	21 Feb. 2002	LAS VEGAS	22.50	Expense

Expense Type: Expense Amount: 18.00** Guideline: 22.50

Location: LAS VEGAS FC. Code: P124.T123

Description: Lunch included with convention admission

Buttons: Reduce>> Split... OK Cancel Help

** - Amount is reduced.

To open the Meal & Incidentals Details window

1. From the Expense Report window (Per Diem), click on the **Trip Info** tab.
2. Make sure that the correct trip is selected.
3. Click on the **ER Details** tab.
4. From the **Category** field, select the expense category **Per Diem Meals**.

Note: Your company has the ability to rename the Per Diem Meals category; therefore, if you cannot find this category, search for a category name resembling Per Diem Meals.

Result: The Meals & Incidentals window should open automatically. The window will list your M&IE allowance entitlement for each day of your trip.

Note: The Meals & Incidentals window will not display M&IE allowance entitlements for trip days not completed.

Continued on next page...

To reopen the Meals & Incidentals Window:

1. From the ER Details tab, select your M&IE expense item.

Result: The M&IE Details button will appear.

2. Click on the **M&IE Details** button.

Result: The Meals & Incidentals window will reopen.


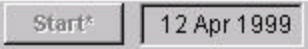

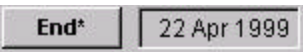
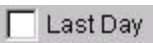
Use the Meals & Incidentals Window for:

- Completing the Meals & Incidentals Details Window (page 177)
- Reducing Your M&IE Allowance (page 180)
- Splitting Your M&IE Allowance (page 181)

Related Topics


- Trip - An Overview (page 147)

Window Fields

Field Name	Description
	The trip number belonging to the trip being displayed in the Meals & Incidentals Details window.
	The date your trip was started. Note: The date cannot be changed from this window.
	Not activated.
	If an end day was not entered for the trip (from Trip Details), click the End button to enter an end date, if desired. Note: If your trip was given an end date, the date cannot be changed from this window.
	If an end day was not entered for the trip (from Trip Details), and you want the current day to be entered as the end day, check the Last Day check box. Note: If your trip was given an end date, the date cannot be changed from this window.
#	The number given to each day of your trip.
Date	The date of the individual days within your trip.


Continued on next page...

Fields (continued)

Field Name	Description
Location	The location where your trip took place.
Amount	<p>The amount you are claiming for a particular day.</p> <p>Note: The amount cannot exceed the Per Diem Guideline.</p> <p>Note: The program reduces the amounts for the first and last days of the trip to a set percent of the guideline.</p> <p>See the <i>PD Rate Checker Window</i> on page 189 to view the Per Diem Guidelines.</p>
Type	The type of expense.
	<p>Click inside the Expense Type field and select one of the following expense types:</p> <ul style="list-style-type: none"> • Expense - Signifies that you are entitled to an M&IE allowance. • Personal - Signifies that you are not entitled to an M&IE allowance. <p>Note: When an M&IE allowance is assigned the expense type "Personal", the M&IE allowance for the highlighted day will be reduced to zero.</p>
Amount Field	<p>Displays your calculated M&IE allowance for the highlighted trip day. This amount will reflect the 75% rule applied to the first and last days of your trip. This amount will also reflect any reductions made on the Reduce Per Diem window.</p> <p>Note: The value in the Amount field cannot exceed the value in the Guideline field.</p>
Guideline	<p>Displays your M&IE allowance for the highlighted trip day prior to any reductions. This amount will reflect the 75% rule applied to the first and last days of your trip.</p> <p>Note: Your M&IE allowance is set according to the Per Diem Guidelines, which are based on location and season. See the topic PD Rate Checker window.</p>

Continued on next page...

Fields (continued)





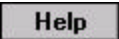
Field Name	Description
Location Field	<p>The location where you spent most of your time on the selected trip day..</p> <p>To change the Location,</p> <ol style="list-style-type: none"> 1) Clear the Location field. 2) Enter all or part of the name of the city where the expense incurred. 3) Click the OK button. <p>Result: The Location window appears with a list of cities that match the search criteria you entered.</p> <ol style="list-style-type: none"> 4) Double-click on the correct city. <p>Note: If you do not find an acceptable match, consult your Application Administrator.</p> <ol style="list-style-type: none"> 5) Click the OK button. <p>Result: A message box appears asking, "Would you like to change the location for all of the subsequent Per Diem sub-items?".</p> <ol style="list-style-type: none"> 6) You may either: <ul style="list-style-type: none"> • Click the Yes button to assign the new location to all the trip days, and all the subsequent days in your trip. - or - • Click the No button to assign the selected location to only the highlighted trip day.
F.C. Code	<p>Displays the financial code associated with the highlighted M&IE allowance.</p> <p>To modify the F.C. Code field:</p> <ul style="list-style-type: none"> • Enter a valid financial code in the F.C. Code field. - or - • Click the  button and select a new financial code from the Financial Code Builder window. <p>Note: When you select a financial code from the Financial Code Builder window, a message box will appear asking you, "Would you like to change the financial code for all of the subsequent Per Diem sub-items?". You may either:</p> <ul style="list-style-type: none"> • Click the Yes button to assign the new financial code to all the days, and all the subsequent days, in your trip. - or - • Click the No button to assign the selected financial code to only the highlighted trip day.

Continued on next page...

Fields (continued)

Field Name	Description
Description	Add or modify a brief description of the highlighted trip day.
** - Amount is Reduced	Any amount that is reduced will be marked with **.

Buttons

Button Name	Description
	<p>If you are not entitled to all or part of your daily meals and incidentals (M&IE) allowance for a particular trip day, you may reduce or revoke your M&IE allowance for that day.</p> <p>For example, if you attended a business convention where a meal was included with the price of admission, you are obligated to remove that meal from your M&IE allowance for that day.</p> <p>Click on the trip day containing the M&IE allowance you wish to reduce, then click the Reduce button to open the Reduce Per Diem window</p> <p>See the topic <i>Reducing Your M&IE Allowance</i> on page 180 for details.</p>
	<p>If you wish to divide the cost of an M&IE allowance between one or more financial codes, click the Split button to open the Split window</p> <p>See the topic <i>Splitting Your M&IE Allowance</i> on page 181 for details.</p>
	<p>Click the OK button to save any changes and to exit the Meals & Incidentals window.</p> <p>Result: The application will calculate your total M&IE per diem entitlement for the entire trip and display that amount in the Amount field</p>
	<p>Click the Cancel button, to exit the Meals & Incidentals window without saving any changes.</p>
	<p>Click the Help button to access help information for the Meals & Incidentals window.</p>

Completing the Meals & Incidentals Details Window

Use the Meals & Incidentals Details window to claim your per diem allowance for meal and incidental expenses (M&IE) for an entire trip.

To complete the Meals & Incidentals Details window

1. Open the Meals & Incidentals Details window.


Result: When the Meals & Incidentals is opened, the program will take the start and end dates of your trip and display your daily M&IE allowance for each day in your trip. If your trip does not have an end date, the program will display your daily M&IE allowance up until the current date.

Note: The Meals & Incidentals window will not display M&IE allowance entitlements for trip days not completed.

2. If an end day was not entered for the trip (from the Trip Info tab), you may click the **End** button to enter an end date, if desired.

Note: If your trip was given an end date, the end date cannot be changed from the Meals & Incidentals window. If you decide to record your trip's end date from the Meals & Incidentals Details window, you must still record the trip's end date from the Trip Info tab.

3. If an end day was not entered for the trip (from the Trip Info tab), and you want the current day to be entered as the end day, select the ☒ **Last Day** check box.
4. Click on the trip day you wish to modify.
5. Modify the desired fields below:

Field Name	Description
	<p>Click inside the Expense Type field and select one of the following expense types:</p> <ul style="list-style-type: none"> • Expense - Signifies that you are entitled to an M&IE allowance. • Personal - Signifies that you are not entitled to an M&IE allowance. <p>Note: When an M&IE allowance is assigned the expense type "Personal", the M&IE allowance for the highlighted day will be reduced to zero.</p>
<p>Amount</p>	<p>Displays your calculated M&IE allowance for the highlighted trip day. This amount will reflect the 75% rule applied to the first and last days of your trip. This amount will also reflect any reductions made on the Reduce Per Diem window.</p> <p>Note: The value in the Amount field cannot exceed the value in the Guideline field.</p>


Continued on next page...

To complete the Meals & Incidentals Details window, continued

Field Name	Description
Guideline	<p>Displays your M&IE allowance for the highlighted trip day prior to any reductions. This amount will reflect the 75% rule applied to the first and last days of your trip.</p> <p>Note: Your M&IE allowance is set according to the Per Diem Guidelines, which are based on location and season. See the topic <i>PD Rate Checker</i> window on page 189.</p>
Location	<p>The location where you spent most of your time on the selected trip day.</p> <p>To change the Location:</p> <ol style="list-style-type: none">1. Clear the Location field.2. Enter all or part of the name of the city where the expense incurred.3. Click the OK button. <p>Result: The Location window appears with a list of the cities that match the search criteria you entered.</p> <p>Note: If you do not find an acceptable match, consult your Application Administrator.</p> <ol style="list-style-type: none">4. Double-click on the correct city.5. Click the OK button. <p>Result: A message box will appear asking you, "Would you like to change the location for all of the subsequent Per Diem sub-items?".</p> <ol style="list-style-type: none">6. You may either:<ul style="list-style-type: none">• Click the Yes button to assign the new location to all the trip days, and all the subsequent days in your trip.<p style="text-align: center;">- or -</p><ul style="list-style-type: none">• Click the No button to assign the selected location to only the highlighted trip day.

Continued on next page...

To complete the Meals & Incidentals Details window, continued

Button Name	Description
F.C. Code	<p>Displays the financial code associated with the highlighted M&IE allowance.</p> <p>To modify the F.C. Code field:</p> <ul style="list-style-type: none"> Enter a valid financial code in the F.C. Code field. - or - Click the  button and select a new financial code from the Financial Code Builder window. <p>Note: When you select a financial code from the Financial Code Builder window, a message box will appear asking you, "Would you like to change the financial code for all of the subsequent Per Diem sub-items?". You may either:</p> <ul style="list-style-type: none"> Click the Yes button to assign the new financial code to all the days, and all the subsequent days, in your trip. - or - Click the No button to assign the selected financial code to only the highlighted trip day.
Description	Enter a brief description of the highlighted trip day.

6. If you are not entitled to all or part of your M&IE allowance for the highlighted trip day, click the **Reduce** button to open the Reduce Per Diem window. Use the Reduce Per Diem window to select which meals you are not entitled to claim as an expense.

Example: If you attended a business convention where a meal was included with the price of admission, you are obligated to remove that meal from your M&IE allowance for that day.

See the topic *Reducing an M&IE Allowance* for more details.

Note: Any amount that is reduced will be marked with **.

7. If you wish to split the cost of an M&IE allowance between two or more Financial Codes, click the **Split** button to open the Split window.

See the topic *Splitting an M&IE Allowance* for more details.

8. Click the **OK** button to save any changes and return to the ER Details tab.

Result: The application will calculate your total M&IE allowance entitlement for the entire trip and display the amount in the Amount field on the ER Details tab.

Reducing Your M&IE Allowance

If you are not entitled to all or part of your daily meals and incidentals (M&IE) allowance for a particular trip day, you may reduce or revoke your M&IE allowance for that day. For example, if you attended a business convention where a meal was included with the price of admission, you are obligated to remove that meal from your M&IE allowance for that day.

Note: This procedure is a continuation from the topic, *Completing the Meals & Incidentals Details Window* on 181.

To partially reduce your M&IE allowance,

1. From the Meals & Incidentals Details window, click on the trip day containing the M&IE allowance you wish to reduce.
2. Click the **Reduce** button.

Result: The Reduce Per Diem window appears.

3. Select the check boxes ☒ beside the meals you are not entitled to claim for the selected trip day.

Note: The allowance amount assigned to each meal is determined by when and where the expense incurred.

4. Click the **OK** button.

Result: The value in the Amount column and the Amount field will be reduced for the highlighted day. The two reduced values have also been flagged **. Notice that the value in the Guideline field does not reflect the reduce amount. Arrows will now appear on the Reduce button to indicate that the M&IE allowance for the highlighted trip day has been reduced.

Sub Item Details

#	Date	Location	Amount (USD)	Type
001	18 Feb. 2002	LAS VEGAS	18.00**	Expense
002	19 Feb. 2002	LAS VEGAS	30.00	Expense
003	20 Feb. 2002	LAS VEGAS	30.00	Expense
004	21 Feb. 2002	LAS VEGAS	22.50	Expense

Expense Type: Expense Amount: 18.00** Guideline: 22.50

Location: LAS VEGAS PL Code: P124.T123

Description: Lunch included with convention admission

Buttons: Reduce>> Split... OK Cancel Help

** - Amount is reduced.

To revoke your per diem meals daily allowance,

1. From the Meals & Incidentals Details window, highlight the trip day containing the M&IE allowance you wish to revoke.
2. From the **Expense Type** field, click the button.
3. Select **Personal** from the drop-down list.

Result: The M&IE allowance for the highlighted trip day is reduced to zero.

Splitting Your M&IE Allowance

While claiming your daily meals and incidentals (M&IE) allowance for a particular trip using the Meals & Incidentals Details window, you may wish to divide an M&IE allowance between two or more financial codes.

Note:


- This procedure is a continuation from the topic, *Completing the Meals & Incidentals Details Window* on page 181.
- If you wish to split the expense item according to a Personal Split Formula, then see the procedure, *Applying a Split Formula to an Expense Item* for details.

To split an M&IE allowance

1. From the Meals & Incidentals Details window, click on the trip day containing the M&IE allowance you wish to split.
2. Click the **Split** button.

Result: The Split window will appear.

Note: Each row on the Split window will represent a financial code to which you must allocate a percentage of the expense. As a default, the first row has been allocated 100% of the M&IE allowance.

3. Assign a financial code to the selected row by either:
 - Entering a valid financial code in the **Financial Code** field.
 - Clicking the  button so that you may select a financial code from the Financial Code Builder window.
4. In the **Description** field, briefly describe why you are allocating a percentage of the M&IE allowance to this financial code.
5. In the **Percentage** field, enter the decimal percentage you wish to allocate to this financial code.

- or -

In the **Split Amount** field, enter the dollar value you wish to allocate to this financial code.

Note: Regardless of which field you complete, the opposite field will reflect your changes. For instance, if you decide to enter a percent value in the Percentage field, the Amount field will display the exact dollar amount you are allocating, and vice versa.

6. Click the **Update** button.

Result: The information will be added to the row. The Unreconciled Total fields display the percentage and total amount that still need to be allocated.

Continued on next page...

To split an M&IE allowance, continued


7. To add another row, click the **Add** button and repeat Steps 3 to 6.

- otherwise -

If you are finished splitting the M&IE allowance, click the **OK** button to save your changes and close the Split window.

Note: The Unreconciled Total fields must be equal zero before you can save your changes.

Result: Arrows will now appear on the Split button to indicate that the M&IE allowance for the highlighted trip day has been split between two or more financial codes.


e.g. 

See Also

Unsplitting Your M&IE Allowance

Unsplitting an M&IE Allowance

To unsplit a meals and incidentals (M&IE) allowance you have split between two or more financial codes, complete the following procedure.

1. From the Meals & Incidentals Details window, click on the trip day containing the M&IE allowance you wish to unsplit.
2. Click the  button.

Result: The Split window will appear.

3. Click the **Unsplit** button.
4. Result: The Split window will close immediately. The Split button on the Meals & Incidentals Details window will no longer contain arrows.

See Also

- Splitting an M&IE Allowance

Reduce Per Diem Window

Introduction

If you are not entitled to all or part of your daily meals and incidentals (M&IE) allowance for a particular trip day, you may reduce or revoke your M&IE allowance for that day. For example, if you attended a business convention where a meal was included with the price of admission, you are obligated to remove that meal from your M&IE allowance for that day.

Purpose

The Reduce Per Diem window is used to reduce the M&IE allowance being claimed for a particular trip day.

Note: When an M&IE allowance is reduced, the M&IE allowance amount will appear flagged ** on the Meals & Incidentals Details window.

Example



To open the Reduce Per Diem window

1. Open the Meals & Incidentals Details window.
2. Click on the trip day containing the M&IE allowance you wish to reduce.
3. Click the **Reduce** button.

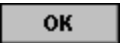


Result: The Reduce Per Diem window will appear.

Use this window to:

- Reduce Your Per Diem Meals Daily Allowance (page 177)

Continued on next page...

Fields

Field Name	Description
Location	The location of the amount being reduced.
For Date	The date of the amount being reduced.
<input checked="" type="checkbox"/> Breakfast	To remove the amount charged for breakfast, select the <input checked="" type="checkbox"/> Breakfast check box. Note: The amount reduced when Breakfast is checked is determined by the Per Diem Guidelines, which are based on location and season.
<input checked="" type="checkbox"/> Lunch	To remove the amount charged for lunch, select the <input checked="" type="checkbox"/> Lunch check box. Note: The amount reduced when Lunch is checked is determined by the Per Diem Guidelines, which are based on location and season.
<input checked="" type="checkbox"/> Dinner	To remove the amount charged for dinner, select the <input checked="" type="checkbox"/> Dinner check box. Note: The amount reduced when Dinner is checked is determined by the Per Diem Guidelines, which are based on location and season.
	Click the OK button to save any changes made to the Reduce Per Diem window.
	Click the Cancel button to exit the Reduce Per Diem window without saving any changes.
	Click the Help button to access information on the Reduce Per Diem window.

Location Window

Per diem rates are determined by region; therefore, the program maintains an extensive database of cities. Each time you enter the location where an expense incurred, the program searches for that location in its database. When a match is found, the program will open the Location window and prompt you to confirm the match.

Per diem users are required to use the Location window to select a location for the following areas:

- Location field on the ER Details tab.
- Location field on the Meals & Incidentals Details window.
- The Location button on the PD Rate Checker window.
- The Destination fields on the Point to Point window.

Example

City	County	State	Country
TORONTO			CANADA
TORREON			MEXICO
TORREJON AB			SPAIN
TORREMOLINC			SPAIN
TORI STATION			JAPAN

To enter a location:

1. Clear any data in the **Location** field.
2. Enter the full or partial name of the city that you wish to choose as the location.
3. Click the **OK** button.

Result: The Location window appears with a list of cities that match the location you entered.

4. Double-click on the correct city.

Note: If you do not find an acceptable match, CONUS (Continental United States) has standard rates and can be used as the location.

5. Click the **OK** button.

Continued on next page...

To enter a location, continued

6. If you are entering a location on the Meals & Incidentals Details window, then a message box will appear asking, "Would you like to change the location for all of the subsequent per diem sub-items?"

You may either:

- Click the **Yes** button to assign the selected location to the highlighted trip day and subsequent days to follow.
- or -
- Click the **No** button to assign the selected location to only the highlighted trip day.

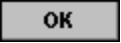


Fields

<i>Field Name</i>	<i>Description</i>
City Name	This field is where you enter the full or partial name of the city you want to choose as your location.

Column Headings

<i>Header Name</i>	<i>Description</i>
City	The City field displays the names of the cities that match what was entered in the field provided.
County	The County field displays the name of the county (if applicable) where the city is located.
State	The State field displays the name of the state (if applicable) where the city is located.
Country	The Country field displays the name of the country where the city is located.

Buttons

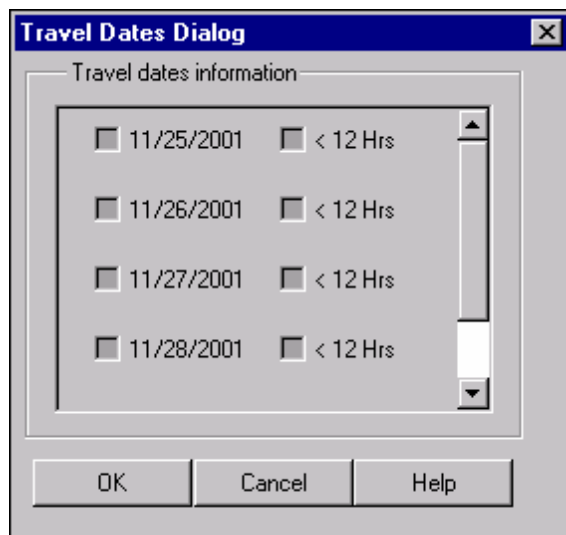
<i>Button Name</i>	<i>Description</i>
	Click the OK button to select a location and return to the ER Details tab.
	Click the Cancel button to exit the Location window without saving any changes.
	Click the Help button to access information on the Location window.

Travel Dates Dialog Window

Use the Travel Dates Dialog window to:

- Indicate which dates you spent traveling to and from your business trip destination.
Reason: For those dates the government will grant you only 75% of your regular daily per diem meal allowance.
- Indicate which dates you spent less than 12 hours on your business trip.
Reason: For those dates the government will not grant you a daily per diem meal allowance.
Note: For the dates not selected, the government will grant you your full daily per diem meal allowance.

Example



To open the Travel Dates Dialog window:

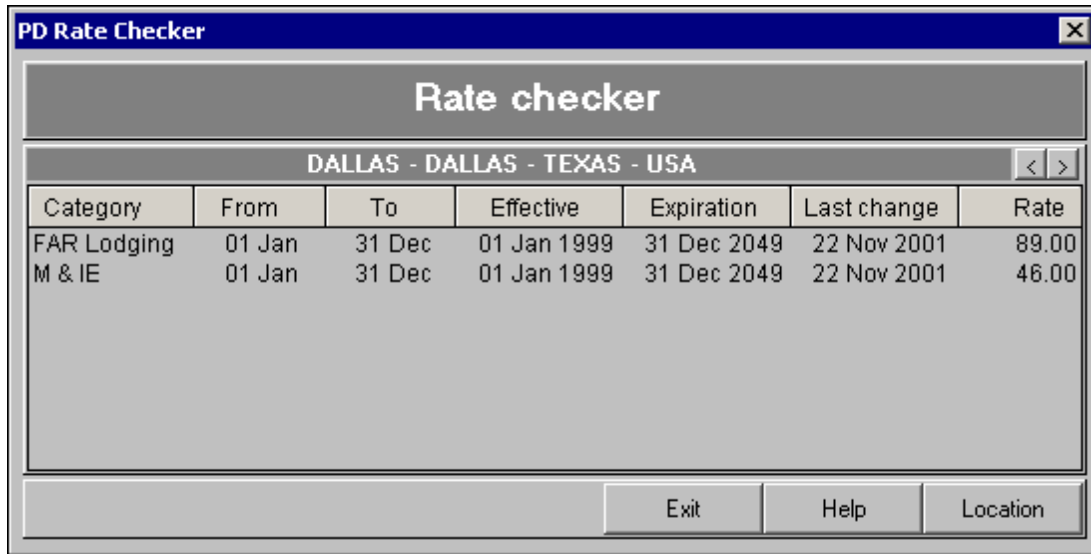
1. From the ER Details tab, on the Expense Report (Per Diem) window, click the **Travel Dates** button.

Note: The Travel Dates button will only appear if the Trip feature is disabled. See the term "Trip" in the Glossary for more information.

PD Rate Checker Window

The PD Rate Checker window is used to view the Per Diem Guidelines for a particular location and time. The Per Diem Guidelines are based on location and season.

Example



To view the PD Rate Checker window



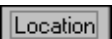
1. From the Main window menu, select **Tools**.
2. From the drop-down list, select **Check PD Rates**.

Result: The PD Rate Checker window opens.

Use this window for:

- Checking Per Diem Rates (page 191)

Buttons

Button Name	Description
	Click the Exit button to close the PD Rate Checker window.
	Click the Help button to access help information regarding the PD Rate Checker window.
	Click the Location button to select the location to which you want to check the Per Diem Guidelines.

Continued on next page...

Column Headings

Heading Name	Description
Category	This column displays the rate category. The two types of categories are Per Diem Meals and Per Diem Lodging.
From	This column displays the beginning month of the period when the rate is applied. Note: The year is not relevant.
To	This column displays the end month of the period when the rate is applied. Note: The year is not relevant.
Effective	This column displays the date when the Per Diem Guideline became effective.
Expiration	This column displays the date when the Per Diem Guideline expires.
Last Change	This column displays the date when the Per Diem Guideline rate was last changed.
Rate	This column displays the maximum amount that can be claimed for a particular category, location, and date according to the Per Diem Guidelines.

Checking Per Diem Rates

You may want to check the Per Diem Guidelines for a particular location to know what amounts can be claimed for Per Diem Meals and Per Diem Lodging expense items.

Note: You can only open the PD Rate Checker window when a per diem expense report is open.

To check Per Diem Rates

1. Display the Main window.
2. From the **Tools** menu, select **Check PD Rates**.
Result: The PD Rate Checker window will appear.
3. Click the **Location** button.
4. Enter the first few letters of the city or country you wish to check.
5. Click the **OK** button.
Result: Appropriate matches to what you entered are listed.
6. Double-click on the city or country you wish to select.
7. Click the **OK** button.
Result: The rates of the location you selected are displayed.
8. Repeat steps 3 to 7 to check the rates for another location.
9. Click the **Exit** button to close the PD Rate Checker window.

2000 Rule Per Diem Allowance for Room Rate

Overview

The Expense Report program has been improved to help users claim a per diem allowance towards their hotel room taxes. In the past, per diem users were entitled to a set daily rate for their per diem lodging expenses, which included room taxes. Users are now entitled to an additional per diem allowance amount to claim towards their room taxes.

Introduction

When the 2000 Rule Per Diem Allowance for Room Rate feature is activated, a new formula will be used to calculate the per diem allowance a user can claim when using the category "Per Diem Lodging" and the hotel folio category "Room Rate".

Example Scenario

- A user wishes to claim a \$300 hotel expense for two days spent in Dallas, Texas for a business trip.
- The user creates a new expense report. For the first expense item, the user selects the category "Per Diem Lodging".
- In the Location field, the user selects the location "DALLAS".
- In the Amount field, the user enters 300.00.
- In the Units field, the user enters 2 Days.

1	12 Feb 2002	Per Diem Lodging	FC*	DALLAS	300.00
	Expense	Provider	Client	Description	2 Days

- Based on the selected location, the program calculates that the user paid \$19.63 in room taxes.

USD		USD FED	Tax 2
Corporate Liability		19.63	0.

- Using the formula below, the program calculates that the user is entitled to a per diem allowance of \$214.00.

Amt	Allowable	Guideline Level	Offsets
	214.00	250.00	0.00

Continued on next page...

Formula

- Total Lodging Room Rate = (Total Receipt Amount - Lodging Taxes)
 $300 - 19.63 = 280.37$
- Room Rate Expense = (Total Lodging Room Rate) / Number of Days
 $280.37 / 2 = 140.19$
- Unallowable Amount for Day 1 = (Room Rate Expense - PD Rate for Day 1)
 $140.19 - 100.00 = 40.19$
- Unallowable Amount for Day 2 = (Room Rate Expense - PD Rate for Day 2)
 $140.19 - 100.00 = 40.19$
- Total Unallowable Amount = Unallowable Amount for Day 1 + Unallowable Amount for Day 2
 $40.19 + 40.19 = 80.38$
- Unallowable Tax = (Lodging Taxes * (Total Unallowable Amount / Total Lodging Room Rate))
 $9.81 * (80.38 / 140.19) = 5.62$
- Allowable Amount = (Total Receipt Amount - (Total Unallowable Amount + Unallowable Tax))
 $300 - (80.38 + 5.62) = \mathbf{214.00}$

Tax Override Feature

The Tax Override feature grants users the ability to modify the VAT (value added tax) applied to their expense claim. The Tax Override feature may be applied to a specific category (e.g. airfare, lodging, etc.). If a user claims an expense using a category that has the Tax Override feature turn on, the user may modify the VAT applied to the expense claim.

The Tax Override feature was created to solve the following problems:

- When the user receipt is lost or misplaced: users will need to change to \$ 0.00 VAT amount that gets calculated by the system
- If the vendor issues a VAT receipt at wrong rate or with an incorrect amount for a specific category the system should allow the user to adjust the VAT amount without re-calculating it using the internal system rules.
- When mileage in the UK is recorded, a VAT re-claim is allowable. The Mileage related VAT or re-claim amount or %, may change with the rate of mileage recorded or for legislative reasons.

Every new line item in the Expense Report program will always calculate VAT tax amounts for each line item base on the currency tax rules attach to each location, however if the category has been set up to allow VAT over-ride, then the user will be capable of modifying the VAT tax amount and the system will NOT recalculate that field again.

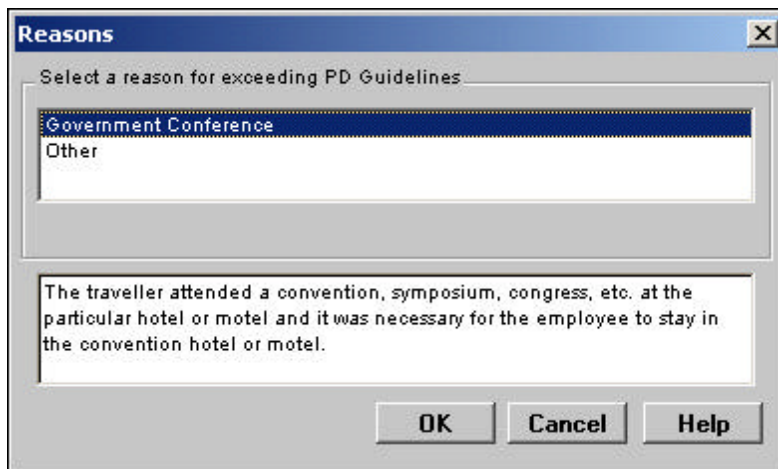
The screenshot displays the 'ER Details' window in the Expense Report program. The 'M&I Details...' button is circled in red, with two red arrows labeled 'VAT 1' and 'VAT 2' pointing to the 'Tax 1' and 'Tax 2' fields respectively. These fields are also circled in red and show a value of 0.00. The 'V.A.T.' field also shows 0.00. The 'Method of Payment' field is highlighted in blue. The bottom of the window features a row of buttons: Print, Add Row, Delete, Split Report, Unsplit Report, Save, Submit, Close, and Help.

Reasons Window

If a Submitter records an expense claim that exceeds their daily per diem allowance, the user may only submit the expense report if they open the Reasons window and choose a reason that best describes why they exceeded their per diem allowance limit.

Note: The predefined reasons found on the Reasons window are created by the Application Administrator.

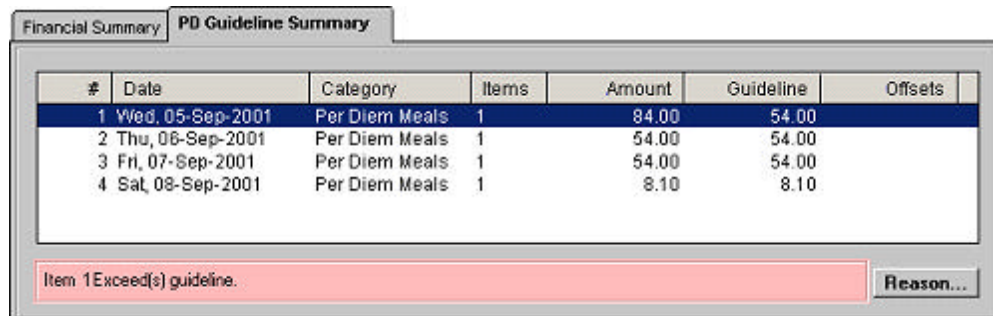
Example



To open the Reasons window

1. From the PD Guideline Summary tab, click on the expense claim containing the per diem allowance violation.

Note: The message window will highlight in red when you have select the expense claim containing the PD allowance violation. The Reason button will become active only if the selected expense claim contains a PD allowance violation.



2. Click the **Reason** button.

Result: The Reasons window appears.

Continued on next page...

To select a reason

1. Click on the reason.

Note: When a reason is highlighted, a description of the reason will appear in the display area.

2. To select the highlighted reason, click the **OK** button.

Result: The Reason window will close. The message window will no longer be highlighted in red. The reason chosen will be attached to the expense report for Approvers and Auditors to examine.

Chapter 6

- Hotel Folio

In this chapter...

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Creating a Hotel Folio

If you are recording a hotel expense item, you can use the Hotel Folio Wizard to help you record every item on your hotel bill.

Note:

- This topic is a continuation from the procedure, Adding Expense Items.
- To access the Hotel Folio Wizard, you must:
 1. Assign your expense item to a category such as "Hotel Folio".
 2. Have the Folio Option button selected in your Personal Profile window.

To create a Hotel Folio:

1. From the ER Details tab, select the expense item you have created for your hotel expense.
2. Click the **Folio** button.

Result: The Hotel Folio Wizard window will appear.

3. The Hotel Folio Wizard is divided into several screens. You must enter the necessary information on each screen, then click the next button to continue. The instructions on each screen are self explanatory, but if you require further instructions, click on the screen heading below to display additional instructions on how to complete the screen.
 - 1) General Information Screen
 - 2) Arrival and Departure Date Screen
 - 3) Room Information Screen
 - 4) Phone Calls Information Screen
 - 5) Meals Information Screen
 - 6) Overall Totals Screen
4. Once you have completed entering all your hotel expenses into the Hotel Folio Wizard, the Hotel Folio window will appear listing all the hotel expenses you just recorded.
5. Make sure that all the expenses listed on the Hotel Folio window match those printed on your hotel bill.
6. Make sure that dollar value in the **Unreconciled Amount** field is zero.

Note: If this field is not zero, then the expense total you entered on the General Information screen does not match the accumulated total for all the hotel expenses you recorded using the Hotel Folio Wizard. You will need modify your expense entries on the Hotel Folio window in order to balance the expense totals.


You can only save the Hotel Folio if the Unreconciled Amount field is zero.

7. To save the Hotel Folio and exit the Hotel Folio window, click the **OK** button.
8. Continue with the procedure, Adding Expense Items.

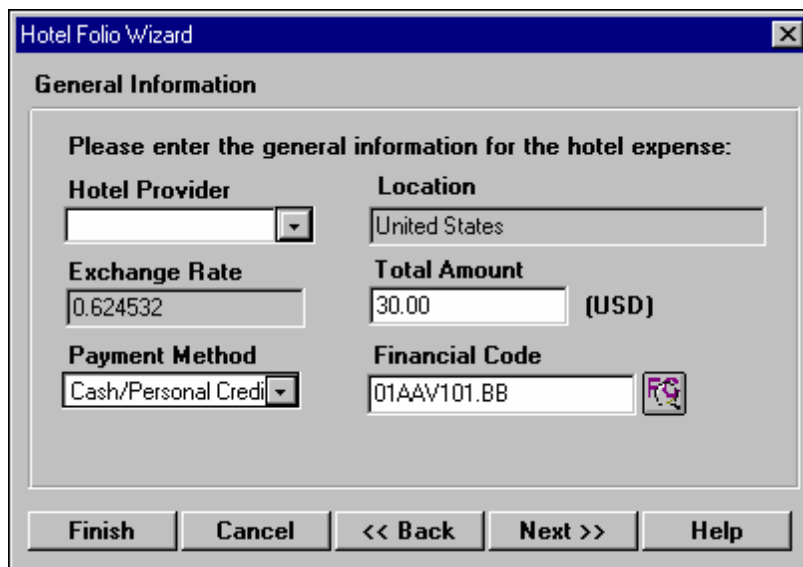
Continue on next page...

1) General Information Screen

To complete the General Information screen:

1. From the **Hotel Provider** field, enter the name of your hotel (if it is not displayed already).
- or -
1. Select the name of your hotel from the Hotel Provider drop-down list.
2. Make sure that the amount in the **Total Amount** field is identical to the total amount on your hotel bill. Otherwise, enter the correct amount.
3. From the **Payment Method** drop-down list, select the method you used to pay for your hotel bill (e.g. Cash, Charge Card).
4. If you wish to change the financial code assigned to each hotel expense item, click the  button and choose the correct financial code from the Financial Code Builder window.
5. Click the **Next** button to continue with the next screen.


Example



Hotel Folio Wizard

General Information

Please enter the general information for the hotel expense:

Hotel Provider	Location
<input type="text"/>	<input type="text" value="United States"/>
Exchange Rate	Total Amount
<input type="text" value="0.624532"/>	<input type="text" value="30.00"/> (USD)
Payment Method	Financial Code
<input type="text" value="Cash/Personal Credit"/>	<input type="text" value="01AAV101.BB"/> 

Finish Cancel << Back Next >> Help

Continue on next page...

2) Arrival and Departure Date Screen

To complete the Arrival and Departure Date screen:

1. Double click inside the **Arrival Date** field to open the Calendar window, then select the date in which you arrived at the hotel.
2. Double click inside the **Departure Date** field and select the date you received your hotel bill.
3. Click the **Next** button to continue with the next screen.

Example



Hotel Folio Wizard

Arrival and Departure Date

Please enter the date of arrival and departure:

Arrival Date	Departure Date
08 Mar 1999	08 Mar 1999

Finish Cancel << Back Next >> Help

Continue on next page...

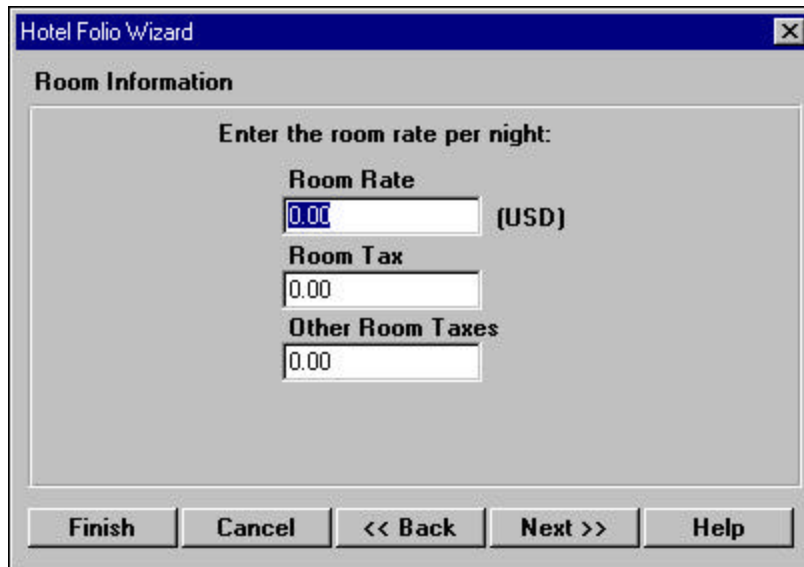
3) Room Information Screen

Use the Room Information screen, on the Hotel Folio Wizard, to record your room rate and tax information.

To complete the Room Information screen:

1. In the **Room Rate** field, enter the single night room rate you paid.
Note: If you paid a different rate for each night you stayed at the hotel, then enter the rate you paid for the first night. You will be able to enter the exact rate for each night on the Hotel Folio window. The Hotel Folio window will open once you have finished using the Hotel Folio Wizard.
2. In the **Room Tax** field, enter the single night room tax you paid.
3. In the **Other Room Taxes** field, enter any other single night room taxes included on your hotel bill.
4. Click the **Next** button to continue with the next screen.

Example



The screenshot shows a window titled "Hotel Folio Wizard" with a sub-header "Room Information". Inside the window, the text "Enter the room rate per night:" is displayed. Below this text are three input fields: "Room Rate" with a value of "0.00" and a "(USD)" label, "Room Tax" with a value of "0.00", and "Other Room Taxes" with a value of "0.00". At the bottom of the window are five buttons: "Finish", "Cancel", "<< Back", "Next >>", and "Help".

Continue on next page...

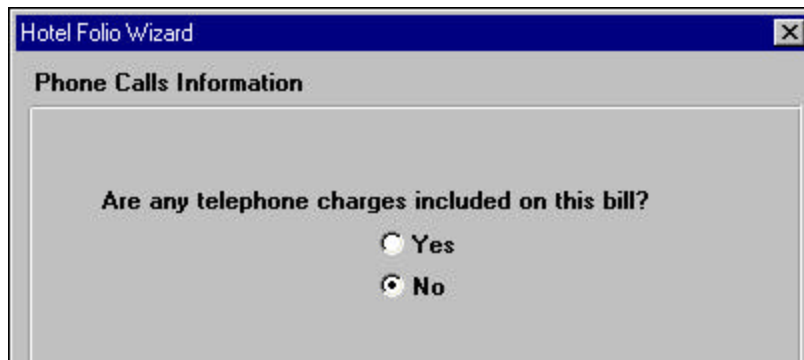
4) Phone Calls Information Screen

Use the Phone Calls Information screen, on the Hotel Folio Wizard, to record your hotel phone bill information.

To complete the Phone Calls Information screen:

1. If you did not charged any phone calls to your hotel bill, then click the **Next** button to continue with the next screen.
- otherwise -
1. If you charged any phone calls to your hotel bill, then click the ☒ **Yes** option button and continue with Step 2.
2. Click the **Next** button.
3. In the **Business Calls** field, enter the cost of the business calls you made on the specified date.
4. In the **Personal Calls** field, enter the cost of the personal calls you made on the specified date.
5. Click the **Next** button and perform Steps 3 and 4 for each day you stayed at the hotel.

Examples



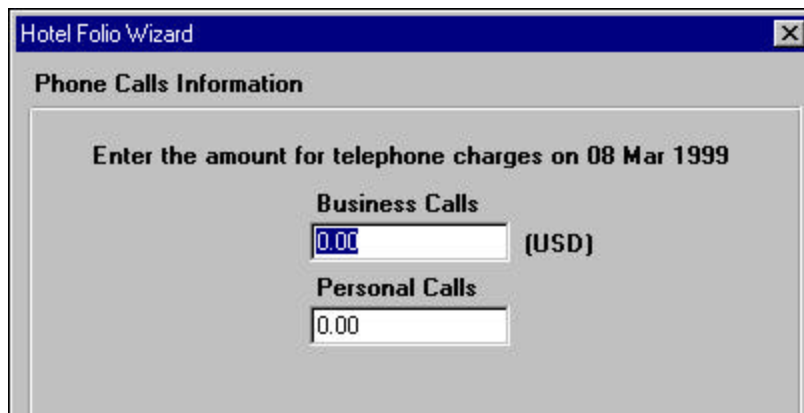
Hotel Folio Wizard

Phone Calls Information

Are any telephone charges included on this bill?

☐ Yes

☒ No



Hotel Folio Wizard

Phone Calls Information

Enter the amount for telephone charges on 08 Mar 1999

Business Calls

0.00 (USD)

Personal Calls

0.00

Continue on next page...

5) Meals Information Screen

Use the Meals Information screen, on the Hotel Folio Wizard, to record your hotel meal information.

To complete the Meals Information screen:

1. If you did not charge any meals to your hotel bill, then click the **Next** button to continue with the next screen.

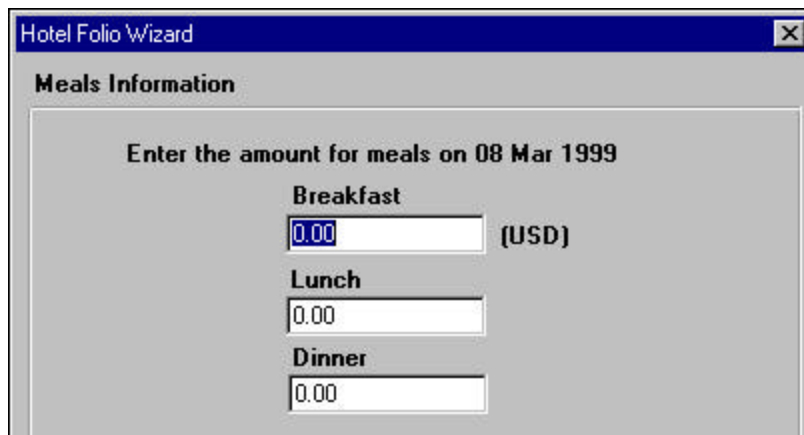
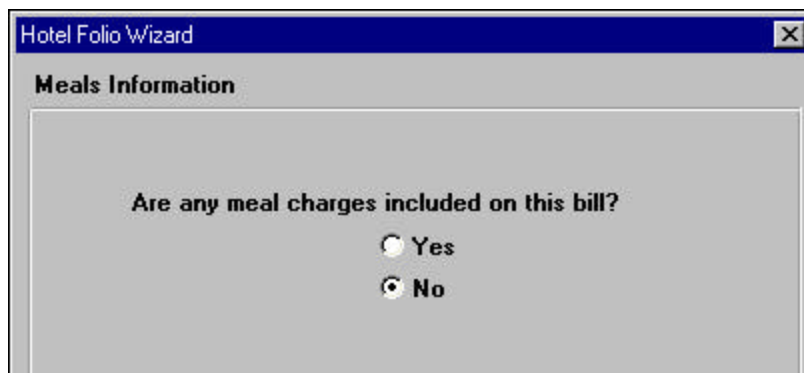
- otherwise -

1. If you charged any meals to your hotel bill, then click the ☒ **Yes** option button and continue with Step 2.

Otherwise, click the ☐ **No** option button and continue with Step 2.

2. Click the **Next** button.
3. In the **Breakfast** field, enter the amount you charge to the hotel bill for breakfast on the specified date.
4. In the **Lunch** field, enter the amount you charge to the hotel bill for breakfast on the specified date.
5. In the **Dinner** field, enter the amount you charge to the hotel bill for breakfast on the specified date.
6. Click the **Next** button and perform Steps 3 and 5 for each day you stayed at the hotel.

Examples



Continue on next page...

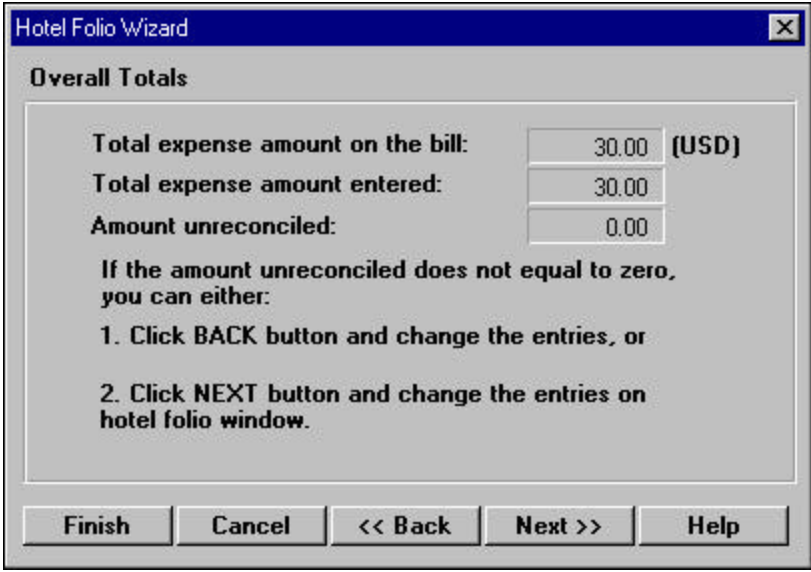
6) Overall Totals Screen

The Overall Totals screen, on the Hotel Folio Wizard, displays an overview of the totals you entered in the Hotel Folio Wizard. If the totals are correct, then click the Next button to open the Hotel Folio window.

If the value in the Amount Unreconciled field is not zero, then the expenses you recorded using the Folio Wizard do not balance with the total amount you entered in the General Information screen. Use the Back button to toggle back through the Folio Wizard to locate the discrepancy.

Note: If you were charged different room rates for each night you stayed at the hotel, then the Unreconciled Amount would reflect the difference in cost. Therefore, you must click the Next button to open the Hotel Folio window and then record the correct room rate for each night listed on the Hotel Folio window. See the topic *Hotel Folio Window* for details on how to modify your hotel expense items.

Example



The screenshot shows a window titled "Hotel Folio Wizard" with a close button in the top right corner. The main area is titled "Overall Totals" and contains three rows of data, each with a text label, a numeric input field, and a unit label "(USD)". The first row is "Total expense amount on the bill:" with a value of "30.00". The second row is "Total expense amount entered:" with a value of "30.00". The third row is "Amount unreconciled:" with a value of "0.00". Below these fields, there is a paragraph of text: "If the amount unreconciled does not equal to zero, you can either:". This is followed by a numbered list with two items: "1. Click BACK button and change the entries, or" and "2. Click NEXT button and change the entries on hotel folio window." At the bottom of the window, there are five buttons: "Finish", "Cancel", "<< Back", "Next >>", and "Help".

Label	Value	Unit
Total expense amount on the bill:	30.00	(USD)
Total expense amount entered:	30.00	(USD)
Amount unreconciled:	0.00	(USD)

If the amount unreconciled does not equal to zero, you can either:

1. Click BACK button and change the entries, or
2. Click NEXT button and change the entries on hotel folio window.

Buttons: Finish, Cancel, << Back, Next >>, Help

Hotel Folio Window

Purpose

If you use the Hotel Folio Wizard to record your hotel expenses, the Hotel Folio window will appear once you have finished using the Folio Wizard. The Hotel Folio window will allow you to make any last-minute changes to the data you entered using the Folio Wizard.

If you do not use the Hotel Folio Wizard, then the Hotel Folio window will allow you to record each expense item on your hotel bill.

Example

The screenshot shows the 'Hotel Folio' window. At the top, there are fields for 'Date' (31 Jul 2000), 'Provider' (empty), and 'Location' (United States). Below these is a 'Description' field. A table lists the following items:

Date	Category	Financial Code	Description	Amount (USD)	Flag
31 Jul 2000	Room Rate	01AAV102.C4008	Room rate	150.00	
31 Jul 2000	Breakfast	01AAV102.C4008	Breakfast	20.00	
31 Jul 2000	Dinner	01AAV102.C4008	Dinner	20.00	
31 Jul 2000	Phone/Fax	01AAV102.C4008	Calls to work	10.00	

Below the table, there are input fields for 'Date*' (Mon 31 Jul 2000), 'Category*' (Phone/Fax), 'Financial Code*' (01AAV102.C4008), 'Description' (Calls to work), and 'Amount*' (10.00 USD). There are buttons for 'Add', 'Update', 'Delete', 'Attendees...', and 'Split...'. A 'Personal' checkbox is also present. At the bottom left, there are 'Guideline' (0.00) and 'GL Code' (Rename) fields. On the right, a summary section shows: 'Total Amount' (200.00 USD), 'Sub Total' (200.00), 'Unreconciled Amount' (0.00, highlighted in green), and 'Personal Amount' (0.00). At the bottom right are 'OK', 'Cancel', and 'Help' buttons.

Opening the Hotel Folio Window

- When using the Hotel Folio Wizard, the Hotel Folio window will appear as soon as you complete the Folio Wizard.
- Without using the Hotel Folio Wizard, the Hotel Folio window will appear when you click the Folio button on the ER Details tab.

Note: In order to access the Hotel Folio window without using the Hotel Folio Wizard the following two conditions must be met:

1. The "Use Hotel Folio Wizard" checkbox must be unchecked on the Personal Profile window.
2. The user must enter the total cost of the hotel bill in the Amount field before clicking the Folio button.

Use the Hotel Folio Window to ...

- Add a new expense item to your Hotel Folio (page 205)
- Modify an existing expense item in your Hotel Folio (page 207)
- Delete an expense item from your Hotel Folio (page 209)





Adding a New Expense Item to Your Hotel Folio

Use the Hotel Folio window to claim hotel expense items.

1. From the Hotel Folio window, click the **Add** button.

Result: A blank expense item is added to the display list.

2. Complete the fields described below:

<i>Field Name</i>	<i>Description</i>
Date	When you first create the expense item the Date field will default to the current date. You may either accept this date or you may double-click inside the Date field and select the correct date from the Calendar window.
Category	Open the Category drop-down list and select the expense category that best describes the hotel expense item you are recording.
Financial Code	To assign a financial code to the expense item, click the  button and select the financial code from the Financial Code Builder window.
Description	Add or modify a brief description of the expense item. Note: If you violate any of your company travel policies, then you will need to use the Description field to record your explanation.
Amount	Modify the total cost of the expense item.
# of Units	If required, enter the number of units involved in the expense item. For example, if you are recording a dinner expense, then you will need to record the number of people that were included in the expense.
<input checked="" type="checkbox"/> Personal	If the expense item was a personal expense, then select the <input checked="" type="checkbox"/> Personal check box. Otherwise, if the expense item was a corporate expense, then deselect the <input type="checkbox"/> Personal check box. Note: The personal icon  will appear in the Flag column beside expense claims marked "personal".
	If your expense involved treating guests at a corporate function (meals, entertainment, etc.), you may need to record their names. Click the Attendees button, then see the procedure <i>Adding Attendees to an Expense Item</i> .
	If you wish to split the cost of the expense item between two financial codes, click the Split button, then see the procedure <i>Splitting an Expense Item</i> .

Continue on next page...

Adding a New Expense Item to Your Hotel Folio, continued

3. To save your changes, click the **Update** button.

Note: Before you can exit the Hotel Folio window the Unreconciled Amount field must be equal to zero. In other words, the total cost of the hotel expense items you have recorded in your Hotel Folio must equal the total amount on your hotel bill.




See Also

- Modify an existing expense item in your Hotel Folio
- Delete an expense item from your Hotel Folio

Modify an Existing Expense Item in Your Hotel Folio

To modify a hotel folio expense item:

1. From the Hotel Folio window, select the hotel expense item you wish to modify.
2. Modify any of the following fields:

Field Name	Description
Date	To modify the date of the hotel expense, double-click inside the Date field and select the correct date from the Calendar window.
Category	Open the Category drop-down list and select the expense category that best describes the hotel expense item you are recording.
Financial Code	To change the financial code assigned to the expense item, click the  button and select the correct financial code from the Financial Code Builder window.
Description	Add or modify a brief description of the expense item. Note: If you violate any of your company travel policies, then you will need to use the Description field to record your explanation.
Amount	Modify the total cost of the expense item.
# of Units	If required, enter the number of units involved in the expense item. For example, if you are recording a dinner expense, then you will need to record the number of people that were included in the expense.
<input checked="" type="checkbox"/> Personal	If the expense item was a personal expense, then select the <input checked="" type="checkbox"/> Personal check box. Otherwise, if the expense item was a corporate expense, then deselect the <input type="checkbox"/> Personal check box.
	If your expense involved treating guests at a corporate function (meals, entertainment, etc.), you may need to record their names. Click the Attendees button, then see the procedure <i>Adding Attendees to an Expense Item</i> .
	If you wish to split the cost of the expense item between two Financial Codes, click the Split button, then see the procedure <i>Splitting an Expense Item</i> .

Continue on next page...

To modify a hotel folio expense item, continued:

3. To save your changes, click the **Update** button.

Note: Before you can exit the Hotel Folio window the Unreconciled Amount field must be equal to zero. In other words, the total cost of the hotel expense items you have recorded in your Hotel Folio must equal the total amount on your hotel bill.

See Also

- Add a new expense item to your Hotel Folio
- Delete an expense item from your Hotel Folio

Delete an Expense Item from Your Hotel Folio

1. From the Hotel Folio window, select the hotel expense item you wish to delete.
2. Click the **Delete** button.

Result: A confirmation message window will appear.

3. Click the **OK** button on the message window.

Result: The expense item is removed from the Hotel Folio window.

Note: Before you can exit the Hotel Folio window the Unreconciled Amount field must be equal to zero. In other words, the total cost of the hotel expense items you have recorded in your Hotel Folio must equal the total amount on your hotel bill.

See Also

- Add a new expense item to your Hotel Folio
- Modify an existing expense item in your Hotel Folio

Chapter 7

- Activity Summary

In this chapter...

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Reroute Stale Files to Another Approver	226
Skipping the Approver Responsible for a Stale File	227

Activity Summary Window

Use the Activity Summary window to manage your existing expense reports and cash advance requests.

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00003	Unsubmitted	Trip to Vegas	30.00		27 May 2001

To access the Activity Summary window:

1. Open the Main Window.



2. Click the button on the toolbar.

Use this window to:

- View the status of your pending and/or approved expense reports and cash advance requests.
- View the Event Log.
- Modify an Expense Report
- Modify a Cash Advance Request
- Delete an Expense Report
- Delete a Cash Advance Request
- Reroute a Stale File to Another Approver
- Skip the Approver Who Allowed a File to Become Stale


See Also

- File Statuses

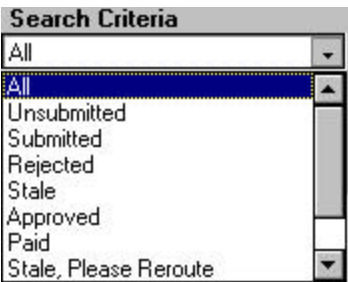
Continue on next page...

Personal Summary Table

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00003	Unsubmitted	Trip to Vegas	30.00		27 May 1999


Column Heading	Description:
Report #	The report number assigned to the file.
Status	The current status of the file.
Purpose	A description of the file's purpose.
Reimbursement	The file's reimbursement amount.
Flag	If the file contains a company travel policy violation, then the Flag column will display the flag icon  .
Date	The date the file was created.

Window Fields




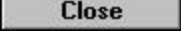
Field Name:	Description:
	Use the Search Criteria drop-down list to specify which files you wish to display, according to their file status.
<input checked="" type="radio"/> PD Expense Report <input type="radio"/> Expense Report <input type="radio"/> Cash Advance	<p>Click the <input checked="" type="radio"/> PD Expense Report option button to display only per diem expense reports.</p> <p>Click the <input type="radio"/> Expense Report option button to display only regular expense reports.</p> <p>Click the <input type="radio"/> Cash Advance option button to display only cash advance requests.</p>

Continue on next page...

Window Fields, continued

Field Name:	Description:
	<p>Use the Date Range fields to display files according to a specific date range.</p> <p>When you open the Activity Summary window the Date Range TO field will default to the current date.</p> <p>The Date Range FROM field will default to the date calculated by subtracting, from the current date, the number of days set in the Date Range Act Sum field on the Personal Profile window.</p> <p>When you open the Activity Summary window the Search Criteria field will default to "ALL". Therefore, all records within the default date range will be displayed. The user can narrow down the file list by selecting a different search criteria.</p> <p>If the date range fields are modified, click the Search button to re-execute the query. Only reports that meet the search criteria, and are within new date range, will be displayed.</p> <p>If you enter a date in the FROM field that is greater then the date in the TO field, an error message will appear if you click the Search button.</p> <p>A message will appear if no records are found in the selected date range.</p> <p>If you enter an invalid date in either of the date fields, an error message will appear if you click the Search button.</p>

Window Buttons


Button Name:	Description:
	To open the file you have highlighted on the Activity Summary, click the Open button.
	To display the Event Log for the file you have highlighted on the Activity Summary, click the Event Log button.
	To delete the file you have highlighted on the Activity Summary, click the Delete button.
	Click the Close button to exit the Activity Summary window.


Modifying an Expense Report

Your expense report may need to be modified before it is submitted. Or, if your expense report has been rejected, you may need to modify the file according to the comments left by the Approver.

Note: Only files with a status of Unsubmitted or Rejected can be modified. Only the individual who created the expense report can modify it.

To modify an expense report:

1. Open the Activity Summary window.
2. To modify a per diem expense report, make sure that the  **PD Expense Report** option button is selected.

Otherwise, to modify a regular expense report, click the  **Expense Report** option button.

Note: If your file was rejected when you submitted it for approval, you may want to view the comments left by the Approver.

See the topic *Viewing the Event Log* on page 220 for details.

3. Select the file you wish to modify.
4. Click the **Open** button.

Result: The expense report will open in the Expense Report window.

5. Refer to the topic *Creating an Expense Report* for details on how to complete the expense report.

See Also


- Modifying a Cash Advance Request
- Expense Report Window

Modifying a Cash Advance Request

Your cash advance request may need to be modified before it is submitted. Or, if your cash advance request has been rejected, you may need to modify the file according to the comments left by the Approver.

Note: Only files with a status of Unsubmitted or Rejected can be modified.

To modify an cash advance request:

1. Open the Activity Summary window.
2. Select the  **Cash Advance Request** option button.
3. Select the file you wish to modify.
4. If your file was rejected, you may want to view the comments the Approver attached to your file. These comments can be found on the Event Log window.
5. To modify the file, click the **Open** button.

Result: The Cash Advance Request window opens.

6. Refer to the topic, Creating a Cash Advance Request, for information on what is required for completing a cash advance request.

See Also

- Cash Advance Request Window

Date Range Functionality

The Activity Summary window and the Approver Summary window have been improved to allow the user the ability to search for a file according to a specific date range.



The image shows a user interface for searching by date range. It features a header 'Date Range' in a bold font. Below the header, there are two text input fields: 'From' and 'To'. The 'From' field contains the date '26 Jan 2001' and the 'To' field contains '26 Apr 2001'. To the right of these fields is a button labeled 'Search'.

Activity Summary Window

When the Activity Summary window is opened, the Date Range TO field will default to the current date.

- The Date Range FROM field will default to the date calculated by subtracting, from the current date, the number of days set in the Act Sum field on the Personal Profile window (on the Defaults tab).
- When the window is first opened, the Search Criteria field will default to "ALL". Therefore, all records within the default date range will be displayed. The user can narrow down the file list by selecting a different search criteria.
- If the date range fields are modified, click the Search button to re-execute the query. Only reports that meet the search criteria and are within new date range will be displayed.
- If you enter a date in the FROM field that is greater then the date in the TO field, an error message will appear if you click the Search button.
- A message will appear if no records are found in the selected date range.
- If you enter an invalid date in either of the date fields, an error message will appear if you click the Search button.

Approver Summary Window

- When the Approver Summary window is opened, the Date Range TO field will default to the current date.
- The Date Range FROM field will default to the date calculated by subtracting, from the current date, the number of days set in the Apr Sum field on the Personal Profile window (on the Defaults tab).
- When the window is first opened, the Search Criteria field will default to "Awaiting Authorization". Therefore, when the user first opens the Approver Summary window, all the Expense Reports awaiting authorization, within the default date range, will be displayed.
- If the date range fields are modified, click the Search button to re-execute the query. Only reports that match the search criteria and the new date range will be displayed.
- If you enter a date in the FROM field that is greater then the date in the TO field, an error message will appear if you click the Search button.
- A message will appear if no records are found in the selected date range.

Continue on next page...

Approver Summary Window, continued

- If you enter an invalid date in either of the date fields, an error message will appear if you click the Search button.
- If the Approver selects either "Approved" or "Auto-Approved" from the Search Criteria drop-down list, the Group Name field will appear below the Search Criteria field.
- If the Approver selects an Approver Group from the Group Name field, all of the records associated with that Group that match the Search Criteria and date range will be displayed automatically. In other words, the user will not have to click the Search button to update the list.

File Status Levels

The Activity Summary window displays the status of an expense report or cash advance request. The file status levels are:

Status	Description
Approved	The file has been approved.
Auto Approved	The file has been auto-approved.
Awaiting Authorization	<p>When an Approver receives a file to be approved, the file will appear with the status "Awaiting Authorization" in their Approver Summary window.</p> <p>Note: The "Awaiting Authorization" status only appears on the Approver Summary window. The Submitter's Activity Summary window will display the file with a "Submitted" status.</p>
Rejected	<p>An Approver has rejected the file.</p> <p>Note: The Submitter has the option to modify the rejected file and resubmit it for approval.</p>
Stale	When a stale file is forwarded to the Application Administrator, the file will appear on the Activity Summary with a "Stale" status.
Stale, Please Reroute	<p>When a stale file is sent back to the Submitter, the file will appear on the Activity Summary with the status "Stale, Please Reroute". The Submitter must either:</p> <ul style="list-style-type: none"> Reroute the Stale File to Another Approver - or - Skip the Approver Who Allowed the File to Become Stale <p>Note: If the Submitter does not reroute the stale file to another Approver within the stale date interval, the file will be automatically rerouted to the Application Administrator. The file's status will change to "Stale".</p>
Submitted	The file has been submitted and is awaiting approval.
Unsubmitted	The file has been saved but has yet to be submitted for approval.

Event Log Window

The Event Log window is used to:

- List the chronological events associated with a particular expense report or cash advance request. This list of events is called the Event Log. [For a list of event log statuses, see the topic Event Log Events.](#)
- List the Approver(s) who have yet to approve the file.
- Display the comments left by an Approver upon rejecting a file.

Example:

The screenshot shows the 'Event Log' window with the following details:

- File name:** NS11-ER00022
- Awaiting Approval By:** A table with columns 'Approver Name' and 'Status'.
- Event History:** A table with columns 'Event', 'By', and 'Date'.

Event	By	Date
Submitted	Sato, Nellie	03 JAN 2001 13:51:09
State Dated	Hynes, Bryan	03 JAN 2001 14:10:26
Redirected	Sato, Nellie	03 JAN 2001 14:14:14
Submitted	Sato, Nellie	03 JAN 2001 14:14:14
Rejected	Yepez, Alexandra	03 JAN 2001 14:15:32
- Comments:** A text area for user input.
- Buttons:** 'Close' and 'Help' at the bottom right.

To open the Event Log window for an expense report:

1. Open the Activity Summary window.
2. Click on the expense report whose event log you wish to examine.
3. Click on the **Event Log** button.

Result: The Event Log window will appear listing the report's event log.

To open the Event Log window for an cash advance request:

1. Open the Activity Summary window.
2. Click on the **Cash Advance** button.
3. Click on the cash advance request whose event log you wish to examine.
4. Click on the **Event Log** button.


Result: The Event Log window will appear listing the file's event log.

Note: If you are an Approver, the Event Log button is also available on the Approver Summary window. Approvers can use the Event Log window to view the event log for files awaiting their approval.


View Event Log

The **Event Log** shows the path of approval a file has taken after it has been submitted. You can view the Event Log for any file, however, unsubmitted files will not show any events.

To view the Event Log:

1. Open the Activity Summary window.
2. If you wish to view the Event Log for an Expense Report, make sure that the  **Expense Report** option button is selected.

- or -

If you wish to view the Event Log for a Cash Advance Request select the  **Cash Advance Request** option button.

3. Select the file you wish to view.
4. Click the **Event Log** button.

Result: The Event Log window will appear displaying the Event Log for the selected file.

5. To close the Event Log window, click the **Close** button.

Event Log Events

The Event Log window displays the chronological events that take place during the life-cycle of an expense report or cash advance request. The event log events are:

<i>Event</i>	<i>Description</i>
Approved	<p>When a file has been approved by one of the Approvers in the approval hierarchy, the Event Log window will display the "Approved" event along with the name of the Approver.</p> <p>Note: When the file has been approved by the last Approver in the approval hierarchy, the Event Log window will display the "Final Approval" event.</p>
Audited	The file has been audited by a financial officer in your company.
Expense Recovery	<p>When an Approver recovers a portion of the reimbursement amount on an expense report, the Event Log window will display the "Expense Recovery" event along with the name of the Approver.</p> <p>For more information on Expense Recovery, see the topic Approver Expense Recovery - Terminology.</p>
Final Approval	<p>When a file has been approved by the last or the only Approver in the approval hierarchy, the Event Log will display the "Final Approval" event along with the name of the Approver.</p> <p>Note: If the file is auto-approved, the Event Log window will display the "Final Approval" event along with the name of the Submitter.</p>
Paid	<p>If a reimbursement amount for an expense report is deposited directly into the Submitter's bank account, the Event Log will display the "Paid" event along with the name of the Submitter.</p> <p>Note: This event will only appear if the Submitter is set up to receive electronic payments deposited directed into their bank account.</p>
Receipts Received	The Receipts Administrator has received the receipts for the expense report from the Submitter.

Continue on next page...

Event Log Events, continued

Event	Description																
Redirected	<p>When a stale file is redirected to another Approver, by either the Submitter or the Application Administrator, the Event Log window will display the "Redirected" event, along with name of the person who redirected the file.</p> <p>Note: Whenever a "Redirected" event occurs, the Event Log window always displays "Submitted" event along with the name of the person who redirected the file.</p> <p>Note: If you redirect a file to an Approver who has a Proxy Approver, the Event Log window will display the name of the original Approver beside the name of the Submitter for both the Redirected event and the Submitted event.</p> <div><div>SUBMITTER</div><div>PROXY APPROVER</div><div><table><tr><th colspan="4">Event History</th></tr><tr><th>Event</th><th>By</th><th>Original Approver</th><th>Date</th></tr><tr><td>Redirected</td><td>Hynes, Bryan</td><td>Dawla, Reyaz</td><td>05 JUN 2001 15:32:1</td></tr><tr><td>Submitted</td><td>Hynes, Bryan</td><td>Dawla, Reyaz</td><td>05 JUN 2001 15:32:1</td></tr></table></div></div>	Event History				Event	By	Original Approver	Date	Redirected	Hynes, Bryan	Dawla, Reyaz	05 JUN 2001 15:32:1	Submitted	Hynes, Bryan	Dawla, Reyaz	05 JUN 2001 15:32:1
Event History																	
Event	By	Original Approver	Date														
Redirected	Hynes, Bryan	Dawla, Reyaz	05 JUN 2001 15:32:1														
Submitted	Hynes, Bryan	Dawla, Reyaz	05 JUN 2001 15:32:1														
Rejected	<p>When an Approver rejects a file, the Event Log window will display the "Rejected" event along with the name of the Approver.</p>																
Skipped	<p>When a Submitter or Application Administrator skips an Approver because the Approver allowed a file to become stale, the Event Log window will display the "Skipped" event along with the name of the person who redirected the file.</p> <p>Note: Whenever a "Skipped" event occurs, the Event Log window always displays the "Submitted" event along with the name of the person who redirected the file.</p>																

Continue on next page...

Event Log Events, continued

Event	Description
Stale Dated	<p>When an Approver allows a file to become "stale", the Event Log window will display the "Stale Dated" event along with the name of the Approver.</p> <p>When a file becomes stale, it is either sent back to the Submitter, or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:</p> <ul style="list-style-type: none">• Reroute the Stale File to Another Approver- or -• Skip the Approver Who Allowed the File to Become Stale <p>Note:</p> <ul style="list-style-type: none">• The Application Administrator decides who receives stale files.• If the Submitter fails to reroute his/her stale file to another Approver within the stale date interval, the file will be automatically rerouted to the Application Administrator. In which case, the Event Log window will display the "Stale Dated" event again, along with the name of the Submitter.
Submitted	<p>When a file is submitted, the Event Log window will display the "Submitted" event along with the name of the Submitter.</p>

Reroute Stale Files Window

A Submitter may use the Reroute Stale Files window to either:

- Reroute a stale file to another Approver
- or -
- Skip the Approver responsible for the stale file

Example

Note:

- Only files with the status "Stale, Please Reroute" can be redirected to another Approver by the Submitter. Files with the status "Stale" can only be redirected by the Application Administrator.
- If the Submitter does not reroute a stale file within the stale date interval, the stale file will be automatically forwarded to the Application Administrator. The status of the file will change to "Stale".
- You cannot skip the last approver in the file's approval hierarchy. An error message will appear if you attempt to skip the last approver. You can only reroute the file to another Approver.

To open the Reroute Stale Files window:

1. Open the Activity Summary window.
 2. If your stale file is an expense report, then the **Expense Report** option button must be selected.
- or -
- If your stale file is a cash advance request, then the **Cash Advance Request** option button must be selected.

Continue on next page...

To open the Reroute Stale Files window, continued:



3. Select the stale file.
4. Click the **Open** button.

Result: The Reroute Stale Files window will appear.

Use this window to:

- Reroute Stale Files to Another Approver
- Skip the Approver Responsible for the Stale File
- View the Event Log

Window Fields

Field Name	Description
File Number	This field displays the file number associated with the selected stale file.
Approver(s) who allowed the file to become stale	This display area lists the name or names of the Approvers who allowed the file to become stale.
Reroute To Another Approver	Click the Reroute To Another Approver  option button if you wish to reroute the file to specific Approver.
Last Name Begins With	<p>To display a list of all the Approvers in the company database, leave the Last Name Begins With field blank, then click the Search button.</p> <p>To search for a specific Approver, enter all or part of the Approver's name in the Last Name Begins With field, then click the Search button.</p> <p>Result: The results of your Approver search will appear in the Reroute To list box.</p> <p>Note: This field is case sensitive.</p>
Reroute To	The results of your Approver search will appear in the Reroute To list box.
Skip Approver	<p>Click the Skip Approver  option button if you wish submit the file to the next Approver in the file's approval hierarchy; thus skipping the Approver who allowed the file to become stale.</p> <p>Note: You cannot skip the last approver in the file's approval hierarchy. An error message will appear if you attempt to skip the last approver. You can only reroute the file to another Approver.</p>


Reroute Stale Files to Another Approver

This procedure explains how a Submitter can reroute a stale file to another Approver.


Note:


- Only files with the status "Stale, Please Reroute" can be redirected to another Approver by the Submitter. Files with the status "Stale" can only be redirected by the Application Administrator.
- The Submitter can reroute a stale file to any Approver he/she wishes, including the Approver who allowed the file to become stale.
- When a stale file is rerouted to another Approver, once that Approver has approved the file, the file will continue to the next Approver in the file's approval hierarchy.

To reroute stale files to another Approver:

1. Open the Activity Summary window.
2. If your stale file is an expense report, then the  **Expense Report** option button must be selected.

- or -

If your stale file is a cash advance request, then the  **Cash Advance Request** option button must be selected.

3. Select the stale file.
 4. Click the **Open** button.
- Result:** The Reroute Stale Files window will appear.
5. Click the  Reroute To Another Approver option button.
 6. To display a list of all the Approvers in the company database, leave the Last Name Begins With field blank.

Or, to search for a specific Approver, enter all or part of the Approver's name in the Last Name Begins With field.

7. Click the **Search** button.

Result: The results of your Approver search will appear in the Reroute To list box.

From the **Reroute To** list box, select the Approver to whom you wish to reroute your file.

8. Click the **OK** button.
9. When the confirmation message appears, click the **Yes** button to continue.

Result: The Reroute Stale Files window will close automatically. On the Activity Summary window, the status of the file is changed to "Submitted".

See Also


- Reroute Stale Files Window
- Skipping the Approver Responsible for a Stale File
- View Event Log

Skipping the Approver Responsible for a Stale File


This procedure explains how to skip the Approver who allowed your file to become stale. The file will then be rerouted to the next Approver in the file's approval hierarchy.

Note: You cannot skip the last approver in the file's approval hierarchy. An error message will appear if you attempt to skip the last approver. You can only reroute the file to another Approver. See the topic [Reroute Files to Another Approver](#) for more information.

To skip an Approver:


1. Open the Activity Summary window.
2. If your stale file is an expense report, then the  **Expense Report** option button must be selected.

- or -

If your stale file is a cash advance request, then the  **Cash Advance Request** option button must be selected.

3. Select the stale file.
4. Click the **Open** button.

Result: The Reroute Stale Files window will appear.

5. Select the Approver in the Approver(S) Who Allowed File To Become Stale list box.
6. Click the  Skip Approver option button.
7. Click the OK button.
8. When the confirmation message appears, click the Yes button to continue.

Result: The Reroute Stale Files window will close automatically. On the Activity Summary window, the status of the stale file is changed to "Submitted".

See Also

- Reroute Stale Files Window
- Reroute Files to Another Approver
- View Event Log

Chapter 8

- Advanced Expense Report Features

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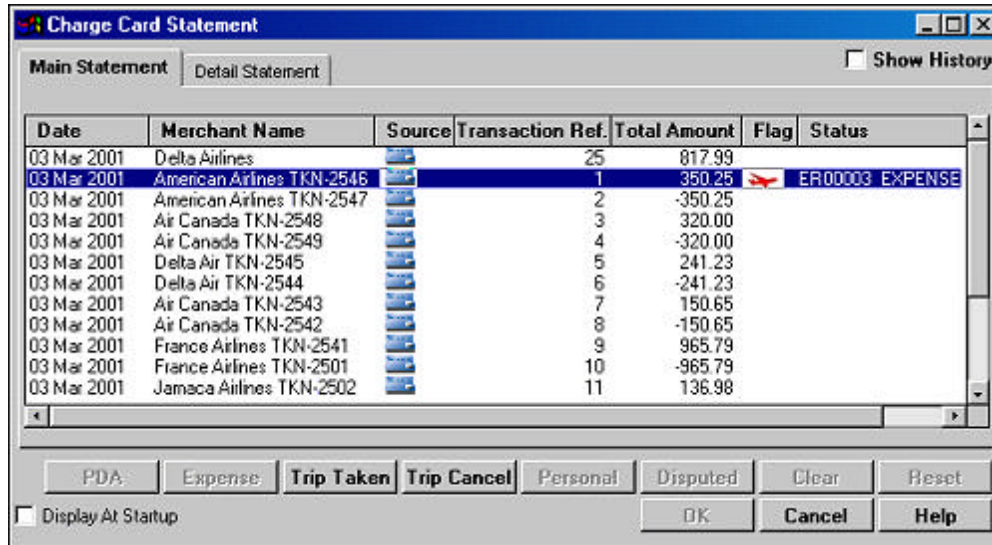
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Charge Card Statement Window

When you use a charge card to pay for a company expense, the program can be set-up so that the charge card company will send you an electronic expense statement which you can claim on your expense report.

When the statement arrives at your company, your Application Administrator is responsible for forwarding the charge card transactions to your Charge Card Statement window. You may then transfer each transaction to an expense report where it will appear as an expense item.



To open the Charge Card Statement window:

- From the Main Window, click the  button on the toolbar.

Result: The Charge Card Statement window will appear displaying all of your charge card transactions.

About the Charge Card Statement window:

The Charge Card Statement window is divided into two tabs:

- Main Statement tab
- Detail Statement tab

Continue on next page...










Use this window to...

- Transfer a Charge Card Transaction to Your Expense Report (page 237)
- Transfer an Airfare Charge Card Transaction to an Expense Report (page 238)
- Mark a Charge Card Transaction as Personal (page 243)
- Mark a Charge Card Transaction as Disputed (page 244)
- Mark a Charge Card Transaction as Trip Taken (page 245)
- Mark a Charge Card Transaction as Trip Cancel (page 246)
- Clear the Status From a Charge Card Transaction (page 247)

See Also



- Airline Ticket Reference Feature (page 240)

Window Buttons

Button Name	Description
	Use the PDA button to upload transaction information from your hand-held device data file. See the topic <i>Hand-Held Device Solution</i> on page 264 for more information.
	Use the Expense button to Transfer a Charge Card Transaction to Your Expense Report.
	Use the Trip Taken button to Mark a Charge Card Transaction as Trip Taken.
	Use the Trip Taken button to Mark a Charge Card Transaction as Trip Cancel.
	Use the Personal button to Mark a Charge Card Transaction as Personal.
	Use the Disputed button to Mark a Charge Card Transaction as Disputed.
	Use the Clear button to Clear the Status from a Charge Card Transaction.
	Use the Reset button to clear any charge card status that you have temporarily assigned to a statement.
	Click the OK button to close the Charge Card window and save any changes you have made to the CC transactions. When a CC transaction is marked with an "EXPENSED" status, by clicking the OK button, the CC transaction will become an expense item on a new expense report. If an expense report is already open, the CC transaction will become a expense item on the open report.

Continue on next page...

Window Buttons, continued








Button Name	Description
	Click the Cancel button to close the Charge Card window without saving any changes you have made to the CC transactions.
	Click the Help button to view help information regarding the Charge Card Statement window.

☒ Show History



- Select the ☒ Show History check box to display all of your resolved CC transactions. These transactions have been marked either "Expensed", "Personal", "Disputed", "Trip Taken", or "Trip Cancel".
- Clear the ☐ Show History check box to display all of your unresolved CC transactions.

Main Statement Tab

The Main Statement tab, on the Charge Card Statement window, lists all your charge card transactions.

Main Statement						
Date	Merchant Name	Source	Transaction Ref.	Total Amount	Flag	Status
03 Mar 2001	Delta Airlines		25	817.99		
03 Mar 2001	American Airlines TKN-2546		1	350.25		ER00003 EXPENSE
03 Mar 2001	American Airlines TKN-2547		2	-350.25		
03 Mar 2001	Air Canada TKN-2548		3	320.00		
03 Mar 2001	Air Canada TKN-2549		4	-320.00		
03 Mar 2001	Delta Air TKN-2545		5	241.23		

Column Headings

Column Heading	Description
Date	The date that of the transaction.
Merchant Name	The store/restaurant where the transaction occurred.
Source	<p>If the transaction is a charge card transaction, the Source column will display the charge card  icon.</p> <p>If the transaction was uploaded from a hand-held device, the Source column will display the hand-held device  icon.</p>
Transaction Ref	The assigned transaction ID.
Total Amount	The amount charged.
Flag	When an airfare charge card (CC) transaction is transferred to an expense report, an airplane icon will appear in the Flag column to remind the user that the CC transaction must be marked Trip Taken or Trip Canceled once the trip has been completed.
Status	<p>The status of the charge card transaction, which could be either Personal, Expensed, or Disputed.</p> <p>If the CC transaction has been transferred to an expense report, the expense report number will appear in this column beside the status "Expensed".</p> <p>When an airline CC transaction is marked either Trip Taken or Trip Cancel, the status "Expensed" is replaced with the trip status.</p>

Detail Statement Tab

The Detail Statement tab, on the Charge Card Statement window, allows you to view detailed information about the electronic charge card transaction you have highlighted on the Main Statement tab. The Detail Statement tab also displays information about the company that reported the transaction.

Date	Item Description	Total Amount	Foreign Amount	Status

Main Details
Further Details
Merchant Info

The information on the Detail Statement tab is divided between three sub-tabs:

1. Main Details tab
2. Further Details tab
3. Merchant Info tab

1) Main Details Tab

The Main Details tab displays information about the selected electronic charge card transaction.

Main Details
Further Details
Merchant Info

Date Downloaded		Foreign Amount	
Date Posted		Tax	
Transaction Ref.		Tax 1	
Category		Tax 2	
Method of Payment		Tax 3	

Continue on next page...

Tab Fields

Field Name	Description
Date Downloaded	The date the charge card transaction was transmitted to your company.
Date Posted	The date your Application Administrator added the charge card transaction to your Charge Card Statement window.
Transaction Ref.	The assigned transaction ID.
Category	The type of expense this charge card transaction will be charged to (ex: Hotel, Airfare, etc.).
Method of Payment	The payment type used to create this charge card transaction (ex: ATM charge, Credit Card charge).
Foreign Amount	If you paid for the charge card transaction in a foreign country, this field will display the cost of the transaction in currency of that country.
Tax	The tax you paid on the charge card transaction.
Tax 1 to 3	Extra tax you paid on the charge card transaction.

2) Further Details Tab

The Further Details tab displays any description attached to the charge card transaction.

The screenshot shows a software interface with three tabs: 'Main Details', 'Further Details', and 'Merchant Info'. The 'Further Details' tab is selected and active. Below the tabs is a large rectangular area with a header labeled 'Description'. The area below the header is empty, intended for a text description of the transaction.

Continue on next page...

3) Merchant Info Tab

The Merchant Info tab displays information about the merchant account and the merchants address.

The screenshot shows a web interface with three tabs: 'Main Details', 'Further Details', and 'Merchant Info'. The 'Merchant Info' tab is active. Below the tabs, there are two main sections: 'Merchant Info' and 'Merchant Address'. The 'Merchant Info' section has three input fields labeled 'Account Number', 'Merchant Name', and 'Merchant SIC'. The 'Merchant Address' section has four input fields labeled 'City', 'State', 'Country', and 'ZIP Code'.

Tab Fields

<i>Field Name</i>	<i>Description</i>
Account Number	Your charge card number.
Merchant Name	The vendor (supplier) merchant.
Merchant SIC	A number assigned by the SIC defining the nature of the merchant's business.
City, State, Country and Zip Code	The mailing address of the merchant.

Transfer a Charge Card Transaction to an Expense Report

When you use a charge card (CC) to pay for a company expense, the application can be set-up so that the CC company will send you an electronic expense statement which you can claim on your expense report.

When the statement arrives at your company, your Application Administrator is responsible for forwarding the statement to your Charge Card Statement window. You may then transfer the CC transactions to an expense report, where the transactions will appear as expense items.

Note: If the CC transaction is for an airfare expense, see the topic *Transfer an Airfare Charge Card Transaction to an Expense Report*.

Transferring a charge card transaction to an expense report:



1. From the Main Window, click the Charge Card Statement button on the toolbar.

Result: The Charge Card Statement window will appear.

2. Select the charge card transaction you wish to expense to your company.
3. Click the **Expense** button.

Result: The Status column will display EXPENSED beside the transaction.

4. Click the **OK** button.

Result: The program will automatically create a new expense report with the charge card transaction as the first expense item. If an expense report is already opened, the CC transaction selected will be added to the next available expense line. The Charge Card Statement window will close automatically.

5. Complete the expense item you just created.

Note: See the topic *Adding Expense Items* for details.

6. Complete the Expense Report.

Note: See the topic *Creating an Expense Report* for details.

Airfare CC Transactions

If the CC transaction you just transferred was for an airfare expense, the transaction will remain on the Charge Card Statement window as unresolved. Once you have completed or canceled the trip associated with this transaction, you must return to the Charge Card Statement window and mark the airfare CC transaction as either "Trip Taken" or "Trip Cancel".

See Also

- Charge Card Statement Window

Transfer an Airfare Charge Card Transaction to an Expense Report

When you use a charge card (CC) to pay for a company expense, the application can be set-up so that the CC company will send you an electronic expense statement which you can claim on your expense report.

When the statement arrives at your company, your Application Administrator is responsible for forwarding the statement to your Charge Card Statement window. You may then transfer the CC transactions to an expense report, where the transactions will appear as expense items.

Airfare CC transactions are different from other CC transactions (e.g. food, entertainment). When a user completes or cancels a business trip, any airline CC records linked to that trip must be marked as either Trip Taken or Trip Cancel from the Charge Card Statement window.

See the topic [Airline Ticket Reference Feature](#) for more information.

Transferring an airfare CC transaction to an expense report:

1. Open the Charge Card Statement window.
2. Select the airfare CC transaction you wish to expense to your company.
Note: Airline charge card (CC) records display their airline ticket reference number beside the merchant name.
3. Click the **Expense** button.
Result: The Status column will display EXPENSED beside the transaction.
4. Click the **OK** button.
Result: The program will automatically create a new expense report with the charge card transaction as the first expense item. If an expense report is already opened, the CC transaction selected will be added to the next available expense line. The Charge Card Statement window will close automatically.
Note: If the new expense item is assigned to an airfare expense category, the ticket reference number associated with the CC transaction should appear in the Units field. See the topic, [Airline Ticket Reference Feature](#), for more details.
5. Complete the expense item you just created.
Note: See the topic [Adding Expense Items](#) for details.
6. Complete the Expense Report.
Note: See the topic [Creating an Expense Report](#) for details.
7. Once the business trip has been completed or canceled you must return to the Charge Card Statement window.
8. Select the airfare CC transaction associated with the trip you just completed or canceled.
Note: Notice that there is a number beside the word "EXPENSED" in the Status column. This number represents the expense report in which you claimed the airfare CC transaction. There is also a plane icon in the Flag column. The purpose of this icon is to remind you that the airfare transaction must be marked either Trip Taken or Trip Cancel before the transaction can be resolved.

Continue on next page...

Transferring an airfare CC transaction to an expense report, continued:

9. Click either the **Trip Taken** button or the **Trip Cancel** button.

Result: The word "EXPENSED" in the Status column is replaced by the new trip status.

10. Click the **OK** button.

Result: The Charge Card Statement window will close and the transaction will be added to a list of resolved CC records. The next time the Charge Card Statement window is open, the resolved airline CC record can be only be viewed if the Show History check box is selected.

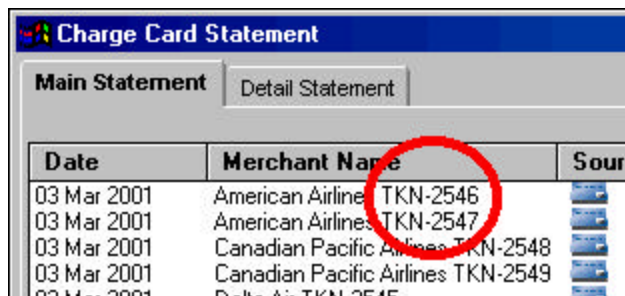
Airline Ticket Reference Feature

Consult the following topics to learn about the new Airline Ticket Reference feature.

- Overall Description of Feature
- Changes to the Charge Card Statement Window
- Changes to the Expense Report Window

1) Overall Description of Feature

- Airline charge card (CC) records will now display their airline ticket reference number beside the merchant name in the Charge Card Statement window.



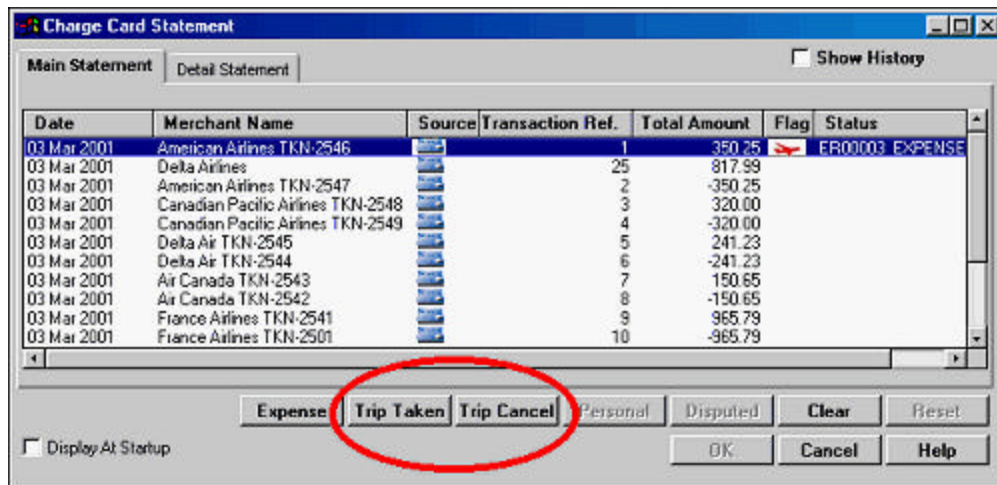
Date	Merchant Name	Source
03 Mar 2001	American Airlines TKN-2546	
03 Mar 2001	American Airlines TKN-2547	
03 Mar 2001	Canadian Pacific Airlines TKN-2548	
03 Mar 2001	Canadian Pacific Airlines TKN-2549	

- When the airline CC record is transferred to an expense report, the airline ticket reference number will now appear on the expense item in the Units field.



Date	Description	Amount	Units
03 Mar 2001	Airfare	102.D01AAV	USA
	Expense	American Airlines	Client
		Airfare Expense	TKN-2546

- When a user completes or cancels a business trip, any airline CC records linked to that trip must be marked as either Trip Taken or Trip Cancel from the Charge Card Statement window.

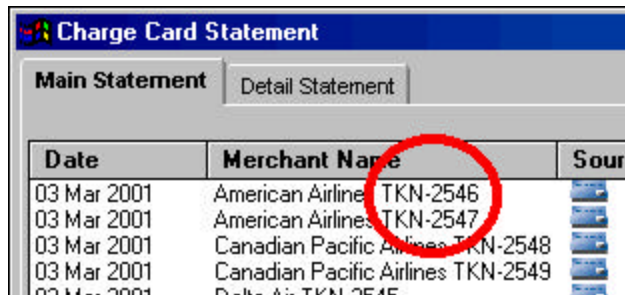


Date	Merchant Name	Source	Transaction Ref.	Total Amount	Flag	Status
03 Mar 2001	American Airlines TKN-2546		1	350.25		ER00003 EXPENSE
03 Mar 2001	Delta Airlines		25	817.99		
03 Mar 2001	American Airlines TKN-2547		2	-350.25		
03 Mar 2001	Canadian Pacific Airlines TKN-2548		3	320.00		
03 Mar 2001	Canadian Pacific Airlines TKN-2549		4	-320.00		
03 Mar 2001	Delta Air TKN-2545		5	241.23		
03 Mar 2001	Delta Air TKN-2544		6	-241.23		
03 Mar 2001	Air Canada TKN-2543		7	150.65		
03 Mar 2001	Air Canada TKN-2542		8	-150.65		
03 Mar 2001	France Airlines TKN-2541		9	965.79		
03 Mar 2001	France Airlines TKN-2501		10	-965.79		

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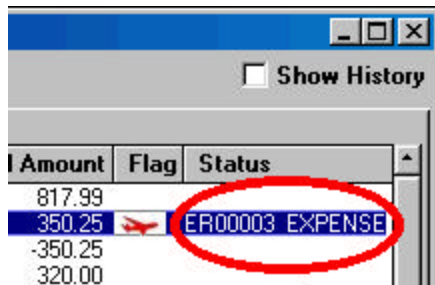
2) Changes to the Charge Card Statement Window

- Airline charge card (CC) records will display their airline ticket reference number in the Merchant Name column beside the merchant's name.



Date	Merchant Name	Source
03 Mar 2001	American Airlines TKN-2546	
03 Mar 2001	American Airlines TKN-2547	
03 Mar 2001	Canadian Pacific Airlines TKN-2548	
03 Mar 2001	Canadian Pacific Airlines TKN-2549	

- When an CC record is marked EXPENSED and is transferred to an expense report, the record line will display the expense report number in the Status column beside the word EXPENSED.



Amount	Flag	Status
817.99		
350.25		ER00003 EXPENSE
-350.25		
320.00		

- Two new buttons have been added to the Charge Card Statement window; Trip Taken and Trip Cancel. When a user completes or cancels a business trip, any EXPENSED airline CC records linked to that trip must be marked as either Trip Taken or Trip Cancel from the Charge Card Statement window. All other CC records do not have to be marked (e.g. food, entertainment).
- Unlike other CC records, when an airline CC record is marked EXPENSED and is transferred to an expense report, the airline CC record will remain on the Charge Card Statement window. The airline CC record will remain on the window until the user marks the record as either TRIP TAKEN or TRIP CANCEL, using the new buttons. All other types of CC records, once they are transferred to an expense report, disappear from the display area and are added to a list of resolved CC records.
- Note: Resolved CC records can be displayed on the Charge Card Statement window by selecting the Show History check box. Unresolved CC records are displayed when the check box is clear.
- When an airline CC record is marked EXPENSED, a small plane icon will appear in the Status column beside the word EXPENSED. This plane icon will remind the user that the CC record is an airline record. The small plane icon will remain in the status column until the user has marked the record TRIP TAKEN or TRIP CANCEL.
- When an airline CC record is marked PERSONAL, and is transferred to an expense report, the airline CC record will NOT remain on the Charge Card Statement window. Personal airline CC records do NOT need to be marked Trip Taken or Trip Cancel.
- When an EXPENSED airline CC record is marked Trip Taken, the word "EXPENSED", in the Status column, will be replaced by the words "TRIP TAKEN".

Continue on next page...

2) Changes to the Charge Card Statement Window, continued

- When an EXPENSED airline CC record is marked Trip Cancel, the word "EXPENSED", in the Status column, will be replaced by the words "TRIP CANCEL".
- After marking an airline CC record as "Trip Taken" or "Trip Cancel", the plane icon will disappear. When the OK button is clicked, the window will close and the record will be added to a list of resolved CC records. The next time the Charge Card Statement window is open, the resolved airline CC record can only be viewed if the Show History check box is selected.

3) Changes to the Expense Report Window

- When an airline CC record is transferred to an expense report from the Charge Card Statement window, the airline ticket reference number will appear in the Units field.
- In order for the airline ticket reference number to appear in the Units field:
 1. The airline CC record must be associated with an airline expense category. For instance, if the airline CC record appears on the expense report with an "Unknown" expense category, the Units field will not appear with the ticket number. Therefore, the user will need to select the correct airfare category on the expense line in order for the Units field to appear with the ticket number.
 2. The ticket number will not appear if the airline CC record is marked PERSONAL on the Charge Card Statement window, even if the record is transferred to an expense report.
 3. If the airline CC record does not have a ticket number, the Units field will not be displayed.
 4. The ticket number will not appear if the Application Administrator does not have the Airline Ticket Reference feature activated.
- The ticket number in the Units field cannot be modified by the user.

Mark a Charge Card Transaction as Personal

If you receive an electronic charge card transaction for a personal expense, you may mark the transaction with a status of "Personal".

1. Open the Charge Card Statement window.
2. From the Main Statement tab, select the charge card transaction you wish to mark.
3. Click the **Personal** button.

Result: The transaction is assigned the status, "Personal".

4. Click the **OK** button to save your changes and close the Charge Card Statement window.

Result The transaction will no longer appear on the list of unresolved CC transactions. The transaction will only appear if you select the ☒ View History check box.

Mark a Charge Card Transaction as Disputed

If you receive an electronic charge card transaction that you would like to have investigated, mark the transaction with a status of "Disputed".

1. Open the Charge Card Statement window.
2. From the Main Statement tab, select the charge card transaction you wish to mark.
3. Click the **Disputed** button.

Result: The transaction is assigned the status, "Disputed".

4. Click the **OK** button to save your changes and close the Charge Card Statement window.

Result The transaction will no longer appear on the list of unresolved CC transactions. The transaction will only appear if you select the ☒ View History check box.

Mark a Charge Card Transaction as Trip Taken

When an airfare charge card (CC) transaction is transferred to an expense report, the CC transaction will remain unresolved on the Charge Card Statement window until the user marks the transaction as either Trip Taken or Trip Cancel.

Note: For more information, see the topic [Airline Ticket Reference Feature](#).

To mark an airfare CC transaction as "Trip Taken":

1. Open the Charge Card Statement window.
2. From the Main Statement tab, select the airfare CC transaction you wish to mark as "Trip Taken".

Note: The airfare CC transaction show have an airplane icon in the status column.

3. Click the **Trip Taken** button.

Result: The status "TRIP TAKEN" will replace the status "EXPENSED" in the status column.

4. Click the **OK** button to save your changes and close the Charge Card Statement window.

Result The transaction will no longer appear on the list of unresolved CC transactions. The transaction will only appear if you select the ☒ View History check box.

Mark a Charge Card Transaction as Trip Cancel

When an airfare charge card (CC) transaction is transferred to an expense report, the CC transaction will remain unresolved on the Charge Card Statement window until the user marks the transaction as either Trip Taken or Trip Cancel.

Note: For more information, see the topic *Airline Ticket Reference Feature*.

To mark an airfare CC transaction as "Trip Cancel":

1. Open the Charge Card Statement window.
2. From the Main Statement tab, select the airfare CC transaction you wish to mark as "Trip Cancel".

Note: The airfare CC transaction show have an airplane icon in the status column.

3. Click the **Trip Cancel** button.

Result: The status "TRIP CANCEL" will replace the status "EXPENSED" in the status column.

4. Click the **OK** button to save your changes and close the Charge Card Statement window.

Result The transaction will no longer appear on the list of unresolved CC transactions. The transaction will only appear if you select the ☒ View History check box.

Clear the Status from a Charge Card Transaction

If you marked a charge card transaction with a status of "Personal" or "Disputed" without clicking the Save button, click the **Clear** button to clear the status.

If you marked a charge card transaction with a status of "Personal" or "Disputed", then clicked the Save button, you can clear the status by completing the following steps:

1. Click the ☒ **View History** check box.
2. Select the charge card transaction.
3. Click the **Clear** button.

Note: If you added a charge card transaction to an expense report, you will first have to delete the expense report before you can clear the **Expense** status from the charge card transaction.

Outstanding Cash Advances Window

This help topic is divided into two instances; when the Aging Cash Advance feature is turned on and when it is left off. Therefore...

- If your company is running the program with the aging feature turned on, view the topic:

Outstanding Cash Advances Window - Aging ON

- If your company is running the program with the aging feature left off, view the topic:

Outstanding Cash Advances Window - Aging OFF

For more information on the Aging Cash Advance feature, see the topic [*Understanding the Aging Cash Advance Feature*](#).

Outstanding Cash Advances Window - Aging ON

Introduction

This topic will provide information on the Outstanding Cash Advances window when the Aging Cash Advances feature is activated. If your company does NOT support the Aging Cash Advances feature, then you should view the topic *Outstanding Cash Advances Window - Aging OFF*.

Note: For information on the Aging feature, see the topic *Understanding the Aging Cash Advance Feature*. Consult with your Application Administrator as to whether your company supports the Aging Cash Advances feature.

Window Overview

Use the Outstanding Cash Advances window to reconcile your Outstanding Cash Advance balance by transferring all or part of your outstanding balance towards your open expense report. This action will reduce both your Outstanding Cash Advance balance and the Reimbursement amount on your expense report

Note: For more information, see the topic *Reconciliation of Outstanding Cash Advances - Aging ON (page 258)*.

You may also use the Outstanding Cash Advances window to view your cash advance history; which includes a list of all of your cash advances and all of the deductions you made from your Outstanding Cash Advance balance.

Example

The screenshot shows the 'Outstanding Cash Advances' window. It contains two main tables: 'Cash Advances' and 'Allocations'. The 'Cash Advances' table has columns for Cash/ATM, Date, Amount, and Foreign. The 'Allocations' table has columns for ER #, Deduction, Date, and Status. Below the tables are input fields for 'Outstanding' and 'Deduction', and buttons for 'Apply', 'Update', 'Delete', 'Totals...', 'OK', 'Cancel', and 'Help'.

Cash Advances			
Cash/ATM	Date	Amount	Foreign
CSH0001	04 May 2000	34.00	0.00
CSH0002	04 May 2000	100.00	0.00

Allocations			
ER #	Deduction	Date	Status
1	-50.00	05 May 2000	Unsaved


Outstanding:

Deduction:

Buttons: Apply, Update, Delete, Totals..., OK, Cancel, Help

Continue on next page...

To open the Outstanding Cash Advance window:

1. Open the Expense Report window.
2. Click the  button beside the **Outstanding Cash Advances** field.

Example: 

Note: The Outstanding Cash Advance window will not open if the Outstanding Cash Advance balance is zero.

Use this window for...

- Reconciliation of Outstanding Cash Advances - Aging ON (page 258)

Cash Advances table

Column Heading	Description
Cash/ATM	This column will display the code assigned to the cash advance.
Date	This column will display the date you received the cash advance.
Amount	This column will display the total amount of the cash advance.
Foreign	If you received a cash advance in a foreign currency, this column will display the total amount of foreign currency you received.

Allocations table

When you select a cash advance from the Cash Advances table, the Allocations table will display the history of deductions taken from the selected cash advance.

Column Heading	Description
ER #	This column will display the code assigned to the expense report to which you will be allocating the cash advance amount.
Deduction	This column will display the total amount you are deducting from your outstanding cash advance balance.
Date	This column will display the date you made the deduction.
Status	This column will display the current status of the deduction amount.

Continue on next page...

Window Fields

Field Name	Description
Outstanding	This display field shows the balance of the cash advance you have selected in the Cash Advances table.
Deduction	Enter the amount you wish to deduct from the cash advance you have selected in the Cash Advances table.

Window Buttons

Button Name	Description
Apply	Click the Apply button to deduct the amount you have entered in the Deduction field from the cash advance you have selected in the Cash Advances table. Result: The amount will appear in the Allocations table.
Update	If you have a deduction amount sitting in the Allocations table, you can modify this amount by: <ol style="list-style-type: none"> 1. Select the deduction amount in the Allocations table. 2. Enter the new amount in the Deduction field. 3. Click the Update button. Note: You can only modify deduction amounts that have a status of "Unsaved".
Delete	To remove a deduction amount from the Allocation table, select the amount and click the Delete button.
Totals	Click the Totals button to display the Outstanding Cash Advance Total window.
OK	Click the OK button to save your changes and close the Outstanding Cash Advances window.
Cancel	Click the Cancel button to close the Outstanding Cash Advances window without saving our changes.
Help	Click the Help button to access help information specific to the Outstanding Cash Advances window.

Outstanding Cash Advances Window - Aging OFF

Introduction

This topic will provide information on the Outstanding Cash Advances window when the Aging Cash Advances feature is NOT activated. If your company has activated the Aging Cash Advances feature, then you should view the topic *Outstanding Cash Advances Window - Aging ON*.

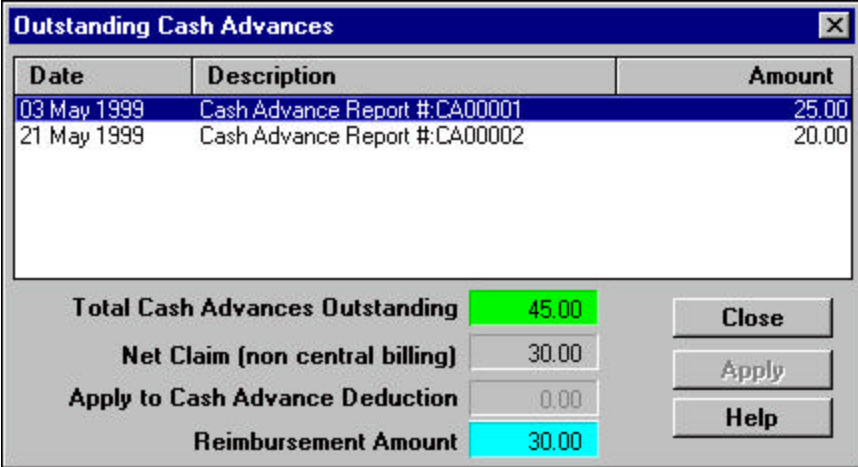
Note: For information on the Aging feature, see the topic *Understanding the Aging Cash Advance Feature*. Consult with your Application Administrator as to whether your company supports the Aging Cash Advances feature.

Window Overview

Use the Outstanding Cash Advances window to view your cash advance history. The window will list all of your cash advances and all of the deductions you made from your Outstanding Cash Advance balance

Note: You cannot use this window to make a deduction from your Outstanding Cash Advance balance. A deduction can only be made by entering an amount in the Cash Advanced Ded'n field on the Expense Report window. For more information, see the topic *Reconciliation of Outstanding Cash Advances - Aging Off* (page 257).

Example




Date	Description	Amount
03 May 1999	Cash Advance Report #:CA00001	25.00
21 May 1999	Cash Advance Report #:CA00002	20.00

Total Cash Advances Outstanding	45.00	Close Apply Help
Net Claim (non central billing)	30.00	
Apply to Cash Advance Deduction	0.00	
Reimbursement Amount	30.00	

Continue on next page...

To open the Outstanding Cash Advance window:

1. Open the Expense Report window (if you have not already done so).
2. Click the  button beside the **Outstanding Cash Advances** field.

Example: 

Note: The Outstanding Cash Advance window will not open if the Outstanding Cash Advance balance is zero.

See Also

- Reconcile Your Outstanding Cash Advance Balance - Aging Off (page 257)

Window Columns

Column Heading	Description
Date	<p>This column will display:</p> <ul style="list-style-type: none"> • The dates you received a cash advance. • The dates you made a deduction from your Outstanding Cash Advance balance.
Description	<p>This column will display:</p> <ul style="list-style-type: none"> • The CA number belonging to the cash advances you have received. • The ER number belonging to the expense reports to which you made a deduction from your Outstanding Cash Advance balance.
Amount	<p>This column will display:</p> <ul style="list-style-type: none"> • The amount received for each cash advance. • The amount of each deduction made from your Outstanding Cash Advance balance.

Continue on next page...

Window Fields

Field Name	Description
Total Cash Advances Outstanding	Total balance of cash advances currently outstanding.
Net Claim	The Net Claim amount on your expense report.
Apply to Cash Advance Deduction	The amount being deducted from your Outstanding Cash Advance balance. Note: This field cannot be modified. This field only reflects the amount you entered in the Cash Advance Ded'n field on the Expense Report window.
Reimbursement Amount	The current reimbursement amount on your expense report. This amount is calculated by subtracting the Cash Advance Deduction amount from the Net Claim amount. <div> <div>Net Claim</div> <div> <div></div> <div>Apply to Cash Advance Deduction</div> </div> <div>Reimbursement Amount</div> </div>

Window Buttons

Button Name	Description
Close	Click the Close button to exit the Outstanding Cash Advances window.
Apply	This field is always inactive.
Help	Click the Help button to access help information specific to the Outstanding Cash Advances window.

Outstanding Cash Advance Totals Window

The Outstanding Cash Advance Totals window displays a summary of your cash advance totals.

Example

	Cash Advance	ATM	Totals
Advances	134.00	0.00	134.00
Advances Cleared	0.00	0.00	0.00
Partial Deductions	34.00	0.00	34.00
Outstanding	100.00	0.00	100.00

OK Help

To open the Outstanding Cash Advance Totals window:

1. Open the Outstanding Cash Advances window.
2. Click the **Totals** button.

Window Fields

Advances	The total amount of cash advances you received.
Advances Cleared	The total amount of cash advances that have been cleared.
Partial Deductions	The total amount you have deducted from your outstanding cash advance balance.
Outstanding	Your current outstanding cash advance balance.

See Also

- Understanding Aging Cash Advances

Reconciliation of Outstanding Cash Advances

This help topic is divided into two instances; when the Aging Cash Advance feature is turned on and when it is left off. Therefore...

- If your company is running the program with the aging feature left off, view the topic:

Reconciliation of Outstanding Cash Advances - Aging OFF

- If your company is running the program with the aging feature turned on, view the topic:

Reconciliation of Outstanding Cash Advances - Aging ON

For more information on the Aging Cash Advance feature, see the topic [Understanding the Aging Cash Advance Feature](#).

Reconciliation of Outstanding Cash Advances - Aging OFF

Introduction

This procedure will instruct you on how to reconcile your Outstanding Cash Advances with the Aging Cash Advances feature NOT activated. If your company has activated this feature, then you should view the topic *Reconciliation of Outstanding Cash Advances - Aging ON*.

Note: For information on the Aging feature, see the topic *Understanding the Aging Cash Advance Feature*. Consult with your Application Administrator as to whether your company supports the Aging Cash Advances feature.

Procedure Overview

When you are approved for a cash advance, the amount of the cash advance is immediately added to your Outstanding Cash Advances balance. This balance will appear in the Outstanding Cash Advance field on the Expense Report window. The Outstanding Cash Advance field serves as a reminder to you that you have received one or more prepayments for foreseen business expenses. Eventually, when those expenses are incurred, you will need to transfer all or part of your Outstanding Cash Advance balance towards the cost of the expense. This process will both reduce your Outstanding Cash Advance balance and reduce the reimbursement amount on your expense report.

Note: This topic is a continuation from the procedure, *Creating an Expense Report*.

To reconcile your Outstanding Cash Advances:

1. From the Expense Report window, click inside the Cash Advanced Ded'n field and enter the amount you wish to deduct from your Outstanding Cash Advance balance.
2. Click inside another field on the Expense Report window (e.g. Purpose field).

Result: The amount you entered in the Cash Advanced Ded'n field will be deducted from the amount in the Reimbursement field.

Note: The amount in the Cash Advanced Ded'n field cannot be greater than the amount in the Reimbursement field.

Note: The amount in the Outstanding Cash Advances field won't be reduced until after you have submitted your expense report.

3. Continue with the procedure *Creating an Expense Report*.

Reconciliation of Outstanding Cash Advances - Aging ON

Introduction


This procedure will instruct you on how to reconcile your Outstanding Cash Advances with the Aging Cash Advances feature activated. If your company does not support the Aging Cash Advances feature, then you should view the topic *Reconciliation of Outstanding Cash Advances - Aging OFF*.

Note: For information on the Aging feature, see the topic *Understanding the Aging Cash Advance Feature*. Consult with your Application Administrator as to whether your company supports the Aging Cash Advances feature.

Procedure Overview

When you are approved for a cash advance, the sum of the cash advance is immediately added to your Outstanding Cash Advances balance. This balance will appear in the Outstanding Cash Advance field on the Expense Report window. The Outstanding Cash Advance field serves as a reminder to you that you have received one or more prepayments for foreseen business expenses. Eventually, when those expenses are incurred, you will need to transfer all or part of your Outstanding Cash Advance balance towards the cost of the expense. This process will both reduce your Outstanding Cash Advance balance and reduce the reimbursement amount on your expense report.

To reconcile your Outstanding Cash Advances:

1. From the Expense Report window, click the  button beside the **Outstanding Cash Advance** field.

Result: The Outstanding Cash Advances window will appear listing all of your Outstanding Cash Advance transactions.

2. From the Cash Advances table, select the cash advance from which you would like to make the deduction.
3. In the **Deduction** field, enter the amount you wish to allocate.
4. Click the **Apply** button.

Result: The deduction amount will appear on the Allocation table.

Continue on next page...

To reconcile your Outstanding Cash Advances, continued:

- To apply the deduction to your open expense report, click the **OK** button.

Result: The Outstanding Cash Advances window closes. The deduction amount you entered will appear in the Cash Advance Ded'n field on the Expense Report window.

The screenshot shows a 'Financial Summary' window. On the left, there are three input fields: 'Outstanding Cash Advance' (highlighted in green with a red circle around it, containing '45.00'), 'National Business Taxes' (containing '1.70'), and 'Prov. State Business Taxes' (containing '0.00'). Below these is a 'Tax Details...' button. On the right, there is a table of values:

Gross Claim	30.00
Personal	0.00
Net Claim	30.00
Company Paid 1	0.00
Company Paid 2	0.00
Cash Advance Ded'n	25.00
Reimbursement	5.00

The 'Cash Advance Ded'n' field (25.00) is also circled in red.

Note: The Outstanding Cash Advance field will not change. Once the expense report has been submitted, your Outstanding Cash Advance balance will decrease by the amount you deducted.

Attention: You cannot submit an expense report if the amount in the Cash Advance Ded'n field is greater than the amount in the Reimbursement field.

- Continue with the procedure *Creating an Expense Report*.

See Also

- Outstanding Cash Advances Window

Understanding Aging Cash Advances

The Aging Cash Advance feature allows companies to control when their employees must settle the balance on their outstanding cash advances. Using this feature the Application Administrator will be able to impose regulations as to how long a user can allow their cash advance balance to remain outstanding. For instance, a user can be restricted from submitting an expense report should their cash advance balance remain outstanding for a certain number of days.

For more details, examine the following topics:

- Project Synopsis
- Aging Periods
- Deduction Methods

See Also

- Reconcile Your Outstanding Cash Advance Balance
- Outstanding Cash Advances Window

Aging Periods

An Aging Period represents a specific period of time within the life-span of an outstanding cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days.

Deduction Method

By assigning a Deduction Method to each Aging Period, a company can control the number of days a user's cash advance can remain outstanding. When a user's cash advance has aged to a point within a specified Aging Period, the Deduction Method could impose restrictions on the user's ability to submit expense reports. A Deduction Method could be used to force an employee to allocate all or part of their outstanding balance towards their next expense report.

Negative Reimbursement

For each Aging Period your company can choose whether or not you can allocate a portion of your Outstanding Cash Advance balance towards an expense report to cause a negative reimbursement amount. For instance, if you recorded a business expense of \$300 in your expense report, and then allocated \$500 from your Outstanding Cash Advance balance, the expense report would register a reimbursement amount of negative -\$200. Therefore, if your Application Administrator activated the "No Negative Reimbursement" option for the Aging Period your cash advance has achieved, then you would not be able to submit your next expense report containing a negative reimbursement amount.

Example Aging Periods

1. Aging Period # 1
 - Covers Day 1 to Day 59.
 - This period is assigned the Deduction Method **"User Deduction"**.
 - The Negative Reimbursement option is NOT activated for this period.
2. Aging Period # 2
 - Covers Day 60 to Day 79.
 - This period is assigned the Deduction Method **"User Forced Deduction"**.
 - The Negative Reimbursement option is activated for this period.
3. Aging Period # 3
 - Covers Day 80 and older.
 - This period is assigned the Deduction Method **"System Forced Deductions"**.
 - The Negative Reimbursement option is activated for this period.

See Also

- Understanding Aging Cash Advances
- Deduction Methods

Deduction Method

A Deduction Method defines the tasks a user must complete before they can submit their next expense report. A Deduction Method is assigned to each Aging Period. Therefore, when a cash advance has aged to a point within a specific Aging Period, the rules imposed by the assigned Deduction Method are activated.

The application provides three unique Deduction Methods for a company to choose from. The three Deduction Methods are:

1. **User Deduction:** This Deduction Method does not impose any mandatory tasks on the user. For the duration of the Aging Period, the employee is entrusted to decide when it is necessary to settle their outstanding cash advance balance. This Deduction Method is normally reserved for the first Aging Period (e.g. the first 60 days).
2. **User Forced Deduction:** This Deduction Method requires the user to allocate at least a dollar from their overdue cash advance towards their next expense report. The user will not be able to submit an expense report until this task is complete. This task only needs to be performed once for the duration of the Aging Period. If a user has multiple outstanding cash advances, they must make sure to reduce the balance on the cash advance that has aged the most. For instance, if the user received a cash advance on March 1st and April 1st, then they must deduct at least one dollar from the March 1st cash advance. If the user has multiple cash advances that fall within the same Aging Period, the user must allocate a dollar from each cash advance towards their next expense report. If the user tries to submit an expense report without completing the Deduction Method tasks correctly, an error message will appear explaining which cash advance(s) are at fault.
3. **System Forced Deduction:** This Deduction Method requires the user to allocate the total balance of the overdue cash advance towards their next expense report. The user will not be able to submit an expense report until this task is complete. If a user has multiple outstanding cash advances, they must make sure to reduce the balance on the cash advance that has aged the most. If the user has multiple cash advances that fall within the same Aging Period, the user must allocate the total balance for each cash advance towards their next expense report.

See Also

- Understanding Aging Cash Advances
- Aging Periods

Understanding the Personal Liability Feature

Using the Personal Liability feature, Corporate Paid Charge Cards can be set to include or not include personal liabilities as part of the Company Paid total amount.

Result when feature is ACTIVATED:

- When expensing a charge card transaction to an expense report, if any folio/splits are marked personal (users personal expenses), they will be included in the total company paid amount. In the Expense Report header, the "Personal" field displays the personal amounts, for Central billing, the company paid amount is displayed under the "Company Paid 1" field and for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field. This type of transaction can result in a negative reimbursement, in which case, the user is required to reimburse the company.
- If a CREDIT to a corporate card is made and it is expensed to an expense report, if any folio/splits are marked personal, they will be included in the total company paid amount. In the Expense Report header, the "Personal" field displays the personal amounts, for Central billing, the company paid amount is displayed under the "Company Paid 1" field and for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field. This transaction can result in a positive reimbursement.
- Expensing a "Personal" marked record when a charge card has the setting "Recovery on Personal" checked. In the Expense Report header, the "Personal" field displays the personal amounts, for Central billing, the company paid amount is displayed under the "Company Paid 1" field and for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field. This type of transaction may result in a negative reimbursement, in which case, the user is required to reimburse the company.

Result when feature is DEACTIVATED:

- When expensing a charge card transaction to an expense report, if any folio/splits are marked personal (users personal expenses), they will **NOT** be included in the total company paid amount. In the Expense Report header, the "Personal" field displays the personal amounts; for Central billing, the company paid amount is displayed under the "Company Paid 1" field excluding any personal amounts; for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field excluding any personal amounts.
- In the case that a CREDIT to a corporate card is made and it is expensed to an expense report, if any folio/splits are marked personal, they will **NOT** be included in the total company paid amount. In the Expense Report header, the "Personal" field displays the personal amounts; for Central billing, the company paid amount is displayed under the "Company Paid 1" field excluding any personal amounts; for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field excluding any personal amounts.
- Expensing a "Personal" marked record when a charge card has the setting "Recovery on Personal" checked. In the Expense Report header, the "Personal" field displays the personal amounts; for Central billing, the company paid amount is displayed under the "Company Paid 1" field excluding any personal amounts; for Corporate Liability, the company paid amount is displayed under the "Company Paid 2" field excluding any personal amounts.
- Any reimbursable amounts resulting from "Including Personal Liabilities" unchecked functionality, are the responsibility of the each company.

Using "Service Access" to Access Another User's Login Account

If someone has granted you Service Access rights to their login account, you may log into their account and create and modify expense reports on their behalf. All approving, submitting, and auditing functions are disabled, as well as access to the host user's Personal Profile information.

Using Service Access

1. Open the Main Window.
2. On the **File** menu, click **Service Access**.
Result: The Login ID and Password dialog box will appear.
3. In the **Login ID** field, enter the login ID to the login account to which you have Service Access rights.
4. Click the **OK** button.
Result: If you did not receive an error message, then the login was successful.
5. Perform the tasks you need to make on behalf of the host user.
6. To exit the host user's account, from the Main Window, click **Exit Service Access** on the **File** menu.

Result: You will return to your own login account.

See Also

- Granting a User "Service Access" Rights to Your Login Account

Hand Held Device Solution

Introduction

The purpose of supporting hand-held functionality is to extend to mobile travelers, the ability to enter out-of-pocket expenses at the time the expense is incurred. Mobile solutions offer greater flexibility and convenience than desktop or PC solutions.

The hand-held device functionality will be designed to complement the program's fully functional web-based solution. The functionality presented to the user from the hand-held device will be limited to data entry, and in specific instances, minimal entry validation.

Future user experience may include full data entry validation or the option to include 100% of the program's functionality to the hand-held device.

PDA vs. Email Solution

NavigatER will support two types of devices.

1. The PDA or personal device assistant will support devices such as the PalmOS. These devices interface to the application using a synchronization process such as 'Hot Sync'. This process outputs a data file to the client machine.

PDA Solution: Commonly referred to as Palm for the device manufacturer, ExpensePlus for the expense report template software provider, ExpensePlus as the PDA software brand name.

2. A two-way pager supports email protocols that are capable of sending data files on a submit/send action. These devices synchronize to a server process making it inherently easier to manage on a thin client application such as NavigatER.

Email Solution: Commonly referred to as RIM - Research In Motion - for the purposes of this specification.

Related Information

- Email Solution - User Workflow
- PDA Solution - User Workflow

Email Solution - User Workflow

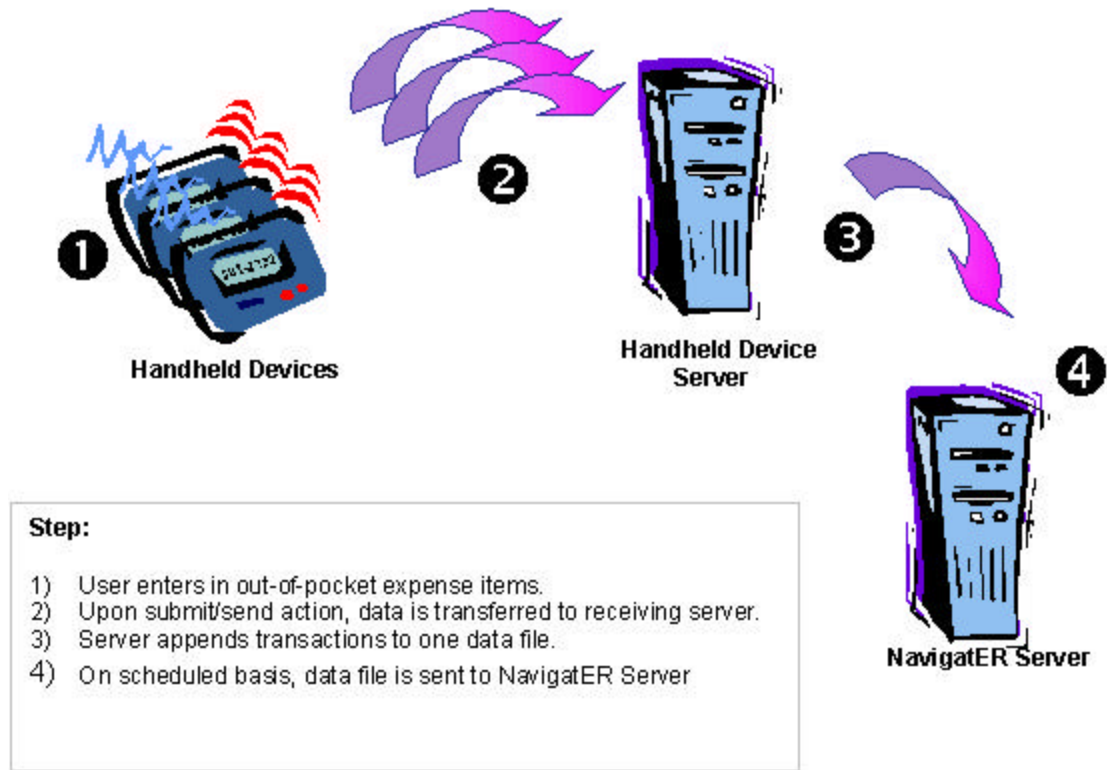
Workflow Description

1. Traveler enters in out-of-pocket expenses into Expense Report template native to the two-way hand-held device. Data entry limited to transaction date, category type, and expense amount. Optional entry for location. No data validation is performed at point of entry. (Please refer to Section 3.0 for suggested hand-held template functionality)
2. Two-Way device uses email messaging to send email to Central Server via email transmission. This transmission occurs in real-time.
3. Central Server translates email from individual users to one single data file that is appended.
4. Central Server transmits data file on a scheduled basis to NavigatER server. On transmit, Central Server archives data file on a batch mode basis.
5. Using current Landing Pad mechanism uploads data file into NavigatER's PDA_ITEM_TABLE as a batch process. This batch process can be scheduled at any interval measured in minutes. The anticipated business requirement is for up to six daily transmissions. File format can be handled natively or translated during mapping process.
6. Once data file is uploaded, transactions for individual users are parsed based on a unique identifier and displayed to the user via the charge card statement window. Transactions are pre-populated and handled in a similar fashion to charge card transactions, differentiated by method of payment.

Note: Please refer to Figure below for a graphical representation of solution workflow.

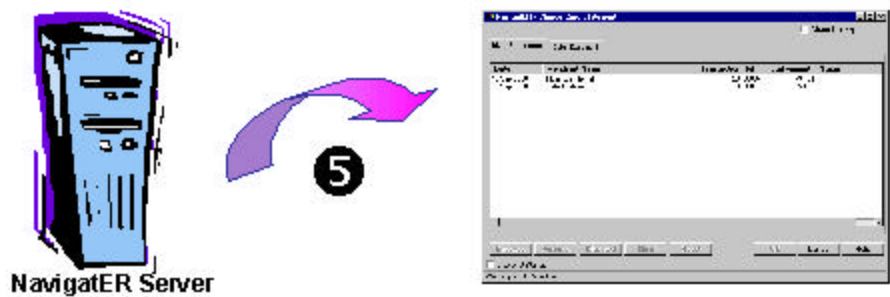
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Workflow Figure 1 - Data Transmission



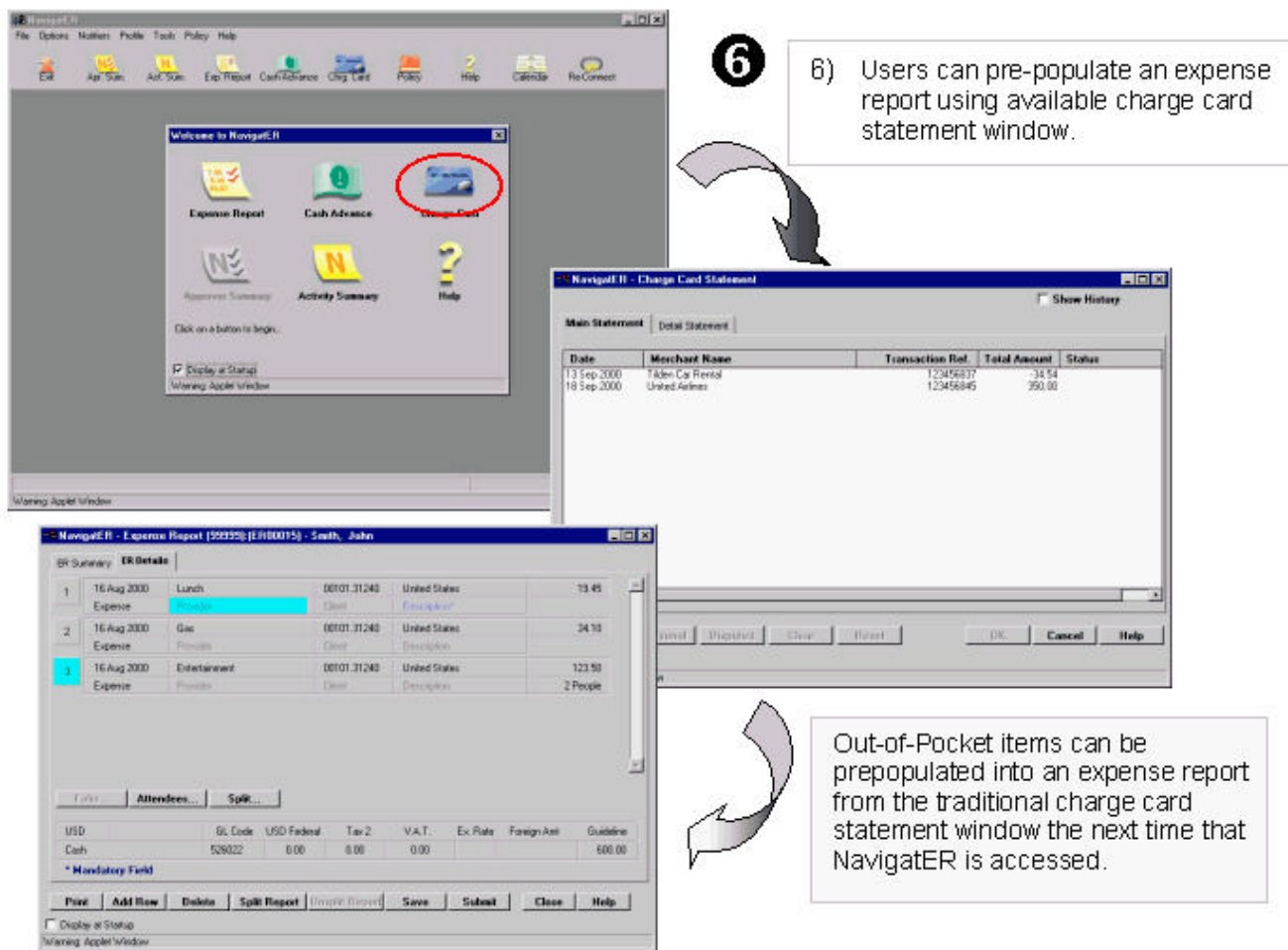
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Workflow Figure 2 - Data Upload in NavigatER



Continue on next page...

Workflow Figure 3 - User Workflow in NavigatER



PDA Solution - User Workflow

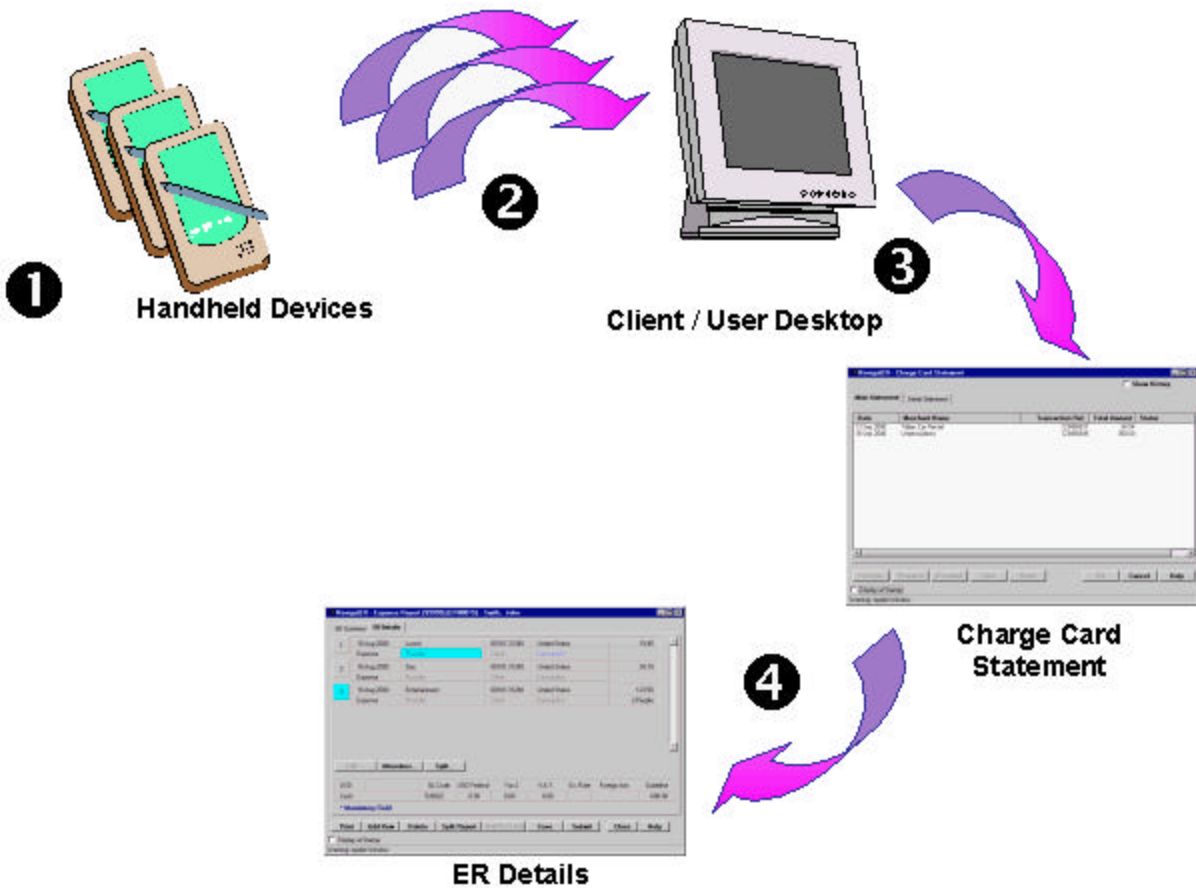
Workflow Description

1. Traveler enters in out-of-pocket expenses into Expense Report template native to the PDA device. Data elements are generally limited to transaction date, category value, expense amount, method of payment, expense type, description, client, plus additional information based on the requirement. No data validation is performed at point of entry. (Please refer to later section for suggested handheld template functionality).
2. PDA device uses existing synchronization methods, HotSync, to have the newly entered transactions outputted to the client desktop.
3. When the user accesses the Charge Card Statement Window in the Submit/Approve Module, the application will read the output file, upload the transactions to the PDA_Item_Table, and present data to the statement window. If a transaction is marked as expensed, the item's status code will be changed in the output file to ensure that it is not processed again. The transaction is identified from a PDA origin by a distinguishing flag.
4. Once an item is marked as a status code Expensed, the transaction is populated to the active or new expense report with other selected items.

Note: Please refer to Figure below for a graphical representation of solution workflow.

Continue on next page...

Workflow Figure 1 - Hand-held Data Transmission



1. Traveler enters in out-of-pocket expenses into Expense Report template.
2. PDA device uses existing synchronization methods, HotSync, to have the newly entered transactions outputted to the client desktop.
3. NavigatER queries outputted data file if user is mobile enabled.
4. Once an item is marked as a status code Expensed, the transaction is populated to the active or new expense report with other selected items.

Chapter 9

- Cash Advance Request

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Delete a Cash Advance Request	277

Cash Advance Request Window

Submitters may use the Cash Advance Request window to create, modify, and submit cash advance requests.

Example

To open the Cash Advance Request window:

- From the Main Window, click the  button.

Note: To open an existing cash advance request, you will need to open the Activity Summary window.

Mandatory Fields

The three fields you must complete to save or submit your cash advance request are:



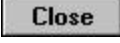

Field Name	Description
Purpose	Enter a brief description explaining why you require the cash advance. Note: This field is mandatory.
Date Required	Enter the date you require the cash advance. - or - Double-click inside the Date Required field and select the date from the Calendar window. Note: When an asterisk appears beside this field it signifies that the field is mandatory.
Request Amount	Enter the cash advance amount you wish to request. Note: This field is mandatory.

Continue on next page...

Other Fields

Field Name	Description
Report #	The number automatically assigned to your cash advance request.
Name	Your name.
Division	Your division number.
Position	Your position title.
Department	Your department name.
Date	The date the cash advance request was created.

Buttons

Button Name	Description
	Click the Save button to save your cash advance request. Note: Your request will then appear on your Activity Summary.
	Click the Submit button to submit your cash advance request for approval. See the topic Submitting a Cash Advance Request for more details.
	Click the Close button to close your cash advance request.
	Click the Help button to access help information regarding the Cash Advance Request window.
<input checked="" type="checkbox"/> Display at Startup	When the <input checked="" type="checkbox"/> Display at Startup check box is selected, a blank Expense Report window will open automatically each time you login to the Submit/Approve Module.

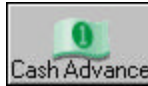
See Also

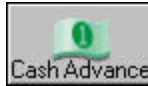
- Creating a Cash Advance Request
- Modifying a Cash Advance Request
- Submitting a Cash Advance Request

Creating a Cash Advance Request

A cash advance request is created to request prepayment for business related expenses that you expect to accrue at a future date. Anyone who expects to accrue business related expenses can create a cash advance request and submit it for approval in order to receive payment.

To create a cash advance request:



1. From the Main Window, click the  button on the toolbar.

Result: The Cash Advance Request window appears.

2. In the **Purpose** field, describe briefly the purpose of your cash advance request.
3. Click inside the Date Required field and enter the date you require the cash advance.

- or -

Double-click inside the Date Required field and select the date from the Calendar window.

4. Click the **Save** button.

Result: The file is saved with the status Unsubmitted.

5. To submit the cash advance request for approval, see Submitting a Cash Advance Request.
6. To exit the Cash Advance Request window without submitting the file, click the **Close** button.

Note

- Use the Activity Summary window to view the status of your request.
[For example, to see if your request has been submitted, approved, or rejected.](#)
- If your cash advance request is approved, then the requested amount will be forwarded to your Outstanding Cash Advances balance.

See Also

- [Modifying a Cash Advance Request](#)
- [Deleting a Cash Advance Request](#)
- [Submitting a Cash Advance Request](#)
- [Files Status Levels](#)

Submit a Cash Advance Request

Only files with the status "Unsubmitted" can be submitted for approval. However, files with the status "Rejected" can be modified and resubmitted.

To submit a cash advance request:

1. Open the cash advance request (if the file is not open already).
2. Click the **Submit** button.
3. If the Approval Hierarchy window appears, then perform one of the following options:
 - Accept the default Approval Hierarchy by clicking the **OK** button.
 - Or, modify your Approval Hierarchy.

Otherwise, continue with the next step.

4. When the confirmation message appears, click the **Yes** button.

Result: The cash advance request has been submitted.


Note: If the Approval Hierarchy window did not appear when you submitted your cash advance request, then your company has chosen an approval process that does not allow you, the Submitter, to choose which Approval Chain your cash advance request will follow.

See the topic *Understanding the Approval Process* for more details.

Delete a Cash Advance Request

A Submitter can only delete a cash advance request if the file has a status of Rejected or Unsubmitted.

To delete a cash advance request:

1. Open the Activity Summary window.
2. Select the  **Cash Advance Request** option button.
3. Select the cash advance request you wish to delete.
4. Click the **Delete** button.
5. When the confirmation message appears, click the **Yes** button to continue.

Result: The cash advance request is deleted from the Activity Summary window.

Chapter 10

- Shared Service

In this chapter...

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Shared Service - Overview

A user who has been granted Shared Service access, may log into the program using another person's login ID; thereby allowing that person to create, modify, and submit expense reports on behalf of the host user.

Example: A group of salesmen could assign a single person to record their expense reports.

Note: The Application Administrator has the authority to grant a user Shared Service access.

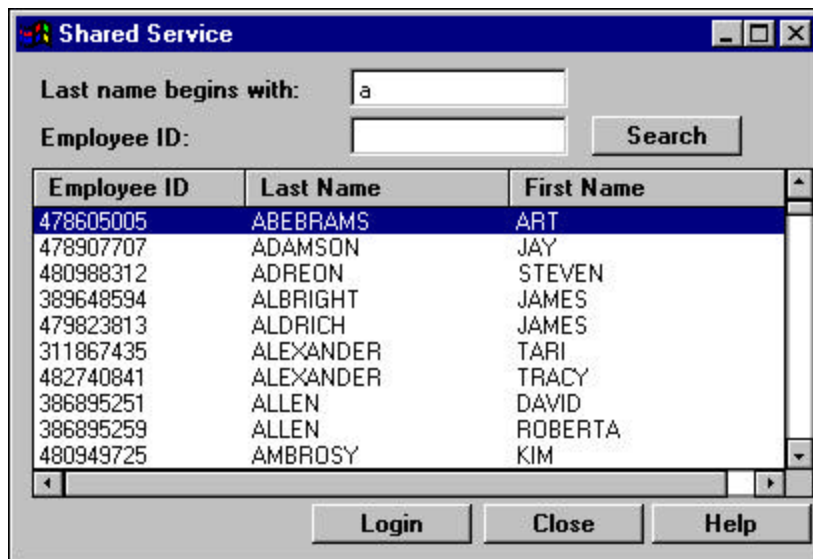
See Also

- Shared Service Window (page 280)
- Logging Into Shared Service (page 282)

Shared Service Window

The Shared Service window allows you select the name of the person who's login account you wish to access. Once you have logged in to that user's account, you may begin creating, modifying, and/or submitting expense reports on behalf of that user.

Example



The screenshot shows a window titled "Shared Service". It has two input fields: "Last name begins with:" containing the letter "a" and "Employee ID:". To the right of the "Employee ID:" field is a "Search" button. Below these fields is a table with three columns: "Employee ID", "Last Name", and "First Name". The table contains the following data:

Employee ID	Last Name	First Name
478605005	ABEBRAMS	ART
478907707	ADAMSON	JAY
480988312	ADREON	STEVEN
389648594	ALBRIGHT	JAMES
479823813	ALDRICH	JAMES
311867435	ALEXANDER	TARI
482740841	ALEXANDER	TRACY
386895251	ALLEN	DAVID
386895259	ALLEN	ROBERTA
480949725	AMBROSY	KIM

At the bottom of the window are three buttons: "Login", "Close", and "Help".

To open the Shared Service window:

1. Login to the Shared Service module (if you have not already done so).
2. From the **File** menu, select **Shared Service**.

To login as another user

1. Search for the user by either:
 - Clicking the **Search** button to list all the employee in your company.
 - Enter all or part of the user's last name in the field provided, then click the **Search** button.
 - Enter all or part of the user's employee ID in the field provided, then click the **Search** button.
2. Select the desired user from the display list.
3. Click the **Login** button.



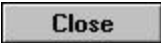

Result: A Shared Service session will begin on behalf of the user you selected. An empty Expense Report window will appear as well.

Continue on next page...

Window Fields

Field Name	Description
Last name begins with:	If you wish to search for a specific employee, enter all or part of the employee's last name in this field, then click the Search button.
Employee ID:	If you wish to search for a specific employee by their employee ID, enter all or part of the user's employee ID in this field, then click the Search button.

Window Buttons

Field Name	Description
	Search for an employee by either: <ul style="list-style-type: none">• Clicking the Search button to list all the employees in your company.• Enter all or part of the user's last name in the field provided, then click the Search button.• Enter all or part of the user's employee ID in the field provided, then click the Search button.
	To open a Shared Service session as another user, select the desired user from the display list, then click the Login button.
	Click the Close button to close the Shared Service window.
	Click the Help button to access help information regarding the Shared Service window.

Logging Into Shared Service

If you have access to the Shared Service module, you can access anyone's login account to create, modify, and submit expense reports on behalf of the host user. You can also perform Submitter/Approver functions for your own account while working in the Shared Service module. Follow the procedure below to access the Shared Service module.


Note: You will need the login ID and password given to you by the Application Administrator.

Logging into Shared Service:

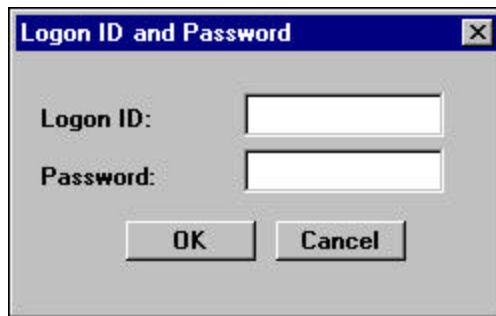
1. Start-up your local internet browser (e.g. MS Internet Explorer, Netscape Navigator).
2. Type in the http address that your company has assigned to access the program (e.g. http:\\Webserver\\ER.html).

Note: Ask your Application Administrator if you do not know the address.

Result: The start-up screen will appear.

3. Click the  button.

Result: The Login ID and Password window will appear.



4. Enter your user login ID and password in the fields provided.

Note: If you forget your login ID or password, you cannot log in. If this happens, see your Application Administrator.

5. Click the **OK** button.

Result: If your login is successful the Main Window will appear.

Note: When you first login to the Shared Service module, you are logged into your own account. Therefore, you can perform all the same functions you are capable of performing in the Submit/Approve module.

6. To login as another user using Shared Service, see the topic *Logging In as Another User Using Shared Service*.

Chapter 11

- Additional Application Windows

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Calendar Window

Use the Calendar window to select a date for a date field. The Calendar window can be opened by double-clicking inside any date field. To select a date you must double-click on the date on one of the two calendars. The Calendar window will close automatically once the date has been chosen.



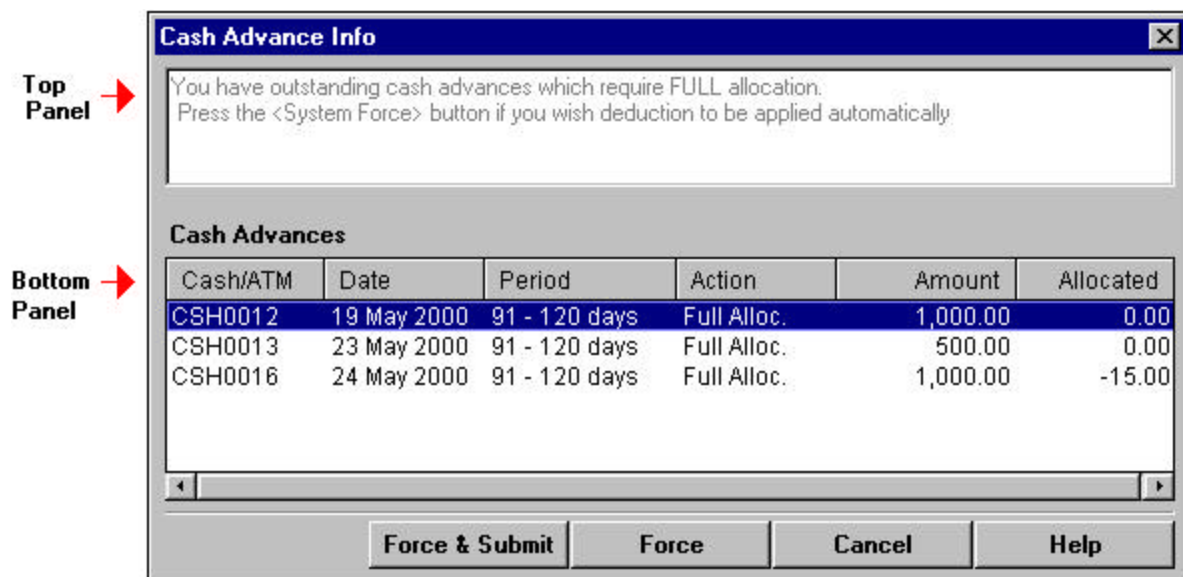
Cash Advance Info Window

The Cash Advance Info window serves as a warning message for users who attempt to submit an expense report while still maintaining an overdue Outstanding Cash Advance (OCA) balance. This window will appear if the user does not allocate all or part of their overdue OCA balance towards their open expense report. The mandatory amount the user must allocate will be displayed in the Cash Advance Info window.

If the user's overdue OCA balance has reached an Aging Period that is enforced by a "User Forced Deduction" method, then the user must allocate at least a dollar from their OCA balance towards their open expense report.

If the user's overdue OCA balance has reached an Aging Period that is enforced by a "System Forced Deduction" method, then the user must allocate their entire overdue balance towards their open expense report. To save time, if the user would like the program to allocate the mandatory amount due automatically, they can simply click on the **Force** button on the Cash Advance Info window.

For more information see the topic [Understanding the Aging Cash Advances](#).



Top Panel	The top panel will display the action the user must perform on the overdue Outstanding Cash Advance (OCA) displayed in the bottom panel.
Bottom Panel	The bottom panel lists your overdue OCA(s). If you have multiple overdue OCAs, the top panel will display the action you must perform on the OCA that is highlighted in the bottom panel. Each OCA has a separate assigned action.
<div>Force & Submit</div> <div>Force</div>	<p>By clicking either of these two buttons you are instructing the program to automatically perform the mandatory action assigned to your overdue OCA.</p> <p>If you click the Force & Submit button your expense report will be submitted once the action is complete.</p> <p>Note: Both of these buttons are only active for overdue OCAs that have reached an Aging Period enforced by a System Forced Deduction method.</p>

Tax Details Window

The Tax Details window displays a break-down of the taxes you paid on the expenses you are claiming on your Expense Report.

Tax Details

Tax details for line items

Item #	Item Amt	Total Taxes	Tax Rule	Tax 1	Tax 2	V.A.T.	Total Foreign	Total Amt
1	0.00(USD)	0.00(USD)		0.00(USD)	0.00(USD)	0.00(USD)	0.00	125.00(USD)

Single click for getting detail information at each row

Close Help

To open the Tax Details window:

- From the ER Summary tab, click the **Tax Details...** button.

Note: The Tax Details button is only active when the expense report contains expense claims.

Window Columns

Column Heading	Description
Item #	The expense item number.
Item Amt	The net cost of the expense item before taxes. Note: A currency code representing the currency used to pay for the expense will appear in brackets beside the cost amount (e.g. USD - US Currency).
Total Taxes	The overall amount of tax you paid on the expense item.
Tax Rule	The Tax Rule being applied to the expense item.
Tax 1	The primary tax amount being claimed for the selected expense item.
Tax 2	The secondary tax amount being claimed for the selected expense item.
V.A.T.	This column is no longer used. It will be removed in an upcoming version of the application.
Total Foreign	The overall amount of foreign tax you paid on the expense item.
Total Amt	The overall cost of the expense item including tax.

Glossary

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2000 Rule Per Diem Allowance for Room Rate

See the topic 2000 Rule Per Diem Allowance for Room Rate in Chapter 5.

Actuals

When the Actuals feature is active, users are reimbursed for their per diem expenses according to corporate guideline rates rather than the per diem rates setup by the government.

Actuals Group Category Threshold

The Actuals feature can be used by the Application Administrator to group several expense categories into one actuals group and assign the group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "Actuals Meals". By assigning a threshold limit to this actuals group, you could limit the total amount a user could claim on meals for a single day.

Aging Cash Advances

When a user receives a cash advance, that amount is immediately added to their Outstanding Cash Advance (OCA) balance. The program monitors the number of days the cash advance remains outstanding, or in simple terms, the number of days the cash advance has "aged". As additional cash advances are approved to a single user, those amounts are added to the user's overall OCA balance, but the program continues to monitor the age of each individual cash advance separately.

Most often, when an employee pays for a business expense using the cash advance they received from their company, the employee will record this action in their Expense Report by allocating the cost of the expense from their OCA balance. This process provides assurance to the company that it's funds have been allocated appropriately. But when a user fails to comply with this process, for whatever reason, it is difficult for a company to monitor which users are allowing their OCA balance to become delinquent.

Using the Aging Cash Advance feature, a company can control the number of days a user's cash advance remains outstanding by applying restrictions to the user's ability to submit Expense Reports. A company can create customized Aging Periods that will cover the life-span of each individual cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days. Once the Aging Periods have been created the company can assign a Deduction Method to each period. Each Deduction Method will define the mandatory tasks the user must complete before they can submit their next Expense Report. These tasks will center around reducing their outstanding cash advances.

Application Administrator

The person responsible for setting-up and maintaining user accounts and system settings.

Approval Chain

A group of Approvers assigned to approve the same expense report or cash advance request. One by one, each Approver must examine the assigned file according to the order in which each Approver appears in the chain. If one Approver rejects the file, the file will return to the Submitter as "Rejected" and will not continue on to the remaining Approvers in the chain. A file may only achieve "Approved" status once the file has been approved by each Approver in the chain.

There are two types of approval chains:

- Corporate Approval Chains
- Personal Approval Chains

It is your company's decision whether to use corporate approval chains, personal approval chains, or both in its approval process. See the topic *Understanding the Approval Process* for more information. See your Application Administrator regarding which approval chains your company uses in its approval process.

Approval Hierarchy

What is it?

When you, the Submitter, create an expense report or cash advance request, you must submit the file for approval before you can receive payment. Submitted files proceed through an approval hierarchy consisting of one or more approval chains. These approval chains may be chosen by either the Submitter or the Application Administrator. Each approval chain consists of one or more Approvers who are responsible for either approving or rejecting the submitted file.

For more information, see the topic [Understanding the Approval Hierarchy](#).

Approved

This file status indicates that an expense report or cash advance request has been authorized.

Approver

An individual with the authority to approve and reject expense reports and cash advance requests.

Approver Expense Recovery - Terminology

When approving an expense report, the Approver Expense Recovery feature allows an Approver to reclaim a portion of the Submitter's reimbursement amount. Reasons for using this feature include:

- Reclaiming the amount by which a Submitter has exceeded their guideline amount.
- Reclaiming all or part of an incorrect expense claim.


Example: An employee claims a \$100 car rental expense on their expense report. The employee's Car Rental guideline limit is only \$50. Using the Approver Expense Recovery feature, the Approver reclaims \$50 from the employee's reimbursement amount to atone for the \$50 the employee has exceeded their guideline amount.


Note:

- The Approver Expense Recovery feature must be activated by the Application Administrator.
- Although the expense recovery amount is reclaimed from the Submitter's reimbursement amount, the Approver must apply the expense recovery amount directly to the problem expense item. The expense item amount will not reflect the expense recovery amount, only the reimbursement amount will be affected.
- The Report Header tab on the Expense Report window has a Recovery field that displays the total amount recovered by the Approver. The Recovery field can only be seen by the Approver.

Company Paid 2	0.00
Cash Advance Ded'n	0.00
Recovery	50.00
Reimbursement	-27.00

Approver Expense Recovery, continued

- When an expense recovery amount is applied to a specific expense item on the ER Details tab, a recovery icon  will appear beside the designated expense item.

ites	200.00	
	1 Miles	

All expense recoveries will become part of the original expense report for tracking/audit purposes.

Approver Group

If an Approver wishes to examine an expense report that have already been approved, the Approver must ask the Application Administrator to assign them an Approver Group containing the name or names of the employees who's reports the Approver wishes to examine. Once the Approver Group has been created, the Approver can select the group on the Approver Summary window to quickly list the reports owned by the employees in the group. See the topic *Examining an Already Approved Expense Report* for more details.

Note:

- The Approver Group field on the Approver Summary window will only appear if the Search Criteria field is set to an option other than "Awaiting Authorization".
- Once an Approver has selected an Approver Group on the Approver Summary window, the Approver will need to choose one of the following options from the Search Criteria drop-down field, in order to properly list the correct expense reports:

All	All approved files will be displayed, regardless of status.
Approved	Only files that have been approved by an Approver will be displayed.
Auto Approved	Only files that have been auto-approved will be displayed.

- In order for an Approver to examine an expense report, the Approver will need to select an Approver Group containing the owner of the report; regardless of whether the Approver approved the report or not.

Approver Threshold

When an Approver is assigned to an approval chain, the Approver is allocated a threshold amount of \$0.00 or greater. This value represents the minimum amount to which an expense report or cash advance request must claim before it is sent to that Approver for authorization. Otherwise, if the file's reimbursement amount is less than the Approver's threshold amount, the file will skip the Approver and continue on to the next Approver in the approval chain.

Example Scenario:

- Approver A has a threshold of \$1,000.
- Submitter A has submitted a cash advance request for \$500 through an approval chain that includes Approver A.
- Therefore, the cash advance request will skip Approver A because Approver A only examines requests for \$1,000 or more.

Note:

- At least one Approver in every approval chain must have an approval threshold equal to \$0.00. This ensures that at least one Approver will examine the file.
- When the Application Administrator assigns an Approver to a Corporate Approval Chain, the Administrator must assign the Approver's threshold amount.
- When a Submitter assigns an Approver to a Personal Approval Chain, the Submitter must specify the Approver's threshold amount.

Auto Approved

This file status indicates that the expense report has been approved without it requiring an authorization from an Approver.

Note: Cash advance requests cannot be auto approved.

An expense report can qualify for auto-approval as long as the following criteria has been met:

- Your company must be using a "By Submitter" or "By Financial Code" approval process. See the topic *Understanding the Approval Process* for more details.
- The Application Administrator must set the Threshold Amount option to "Yes" in your personal profile account. The Threshold Amount option is also known as your Submitter Threshold.
- Your Submitter Threshold must be greater than zero (set by the Application Administrator).
- The Reimbursement Amount on your expense report must be less than your Submitter Threshold.
- The expense claims on your report cannot exceed your guideline level limit (set by the Application Administrator).

Awaiting Approval

This file status indicates that the expense report or cash advance request is awaiting approval. The file will display this status when it arrives on the Approver Summary window.

Base Currency

The domestic currency of the country in which your office is located. For example, companies located in the United States will use US dollars as their base currency. Your base currency was set-up during the installation of the program.

Browser Mode User

Browser Mode Users run the program using an internet browser (e.g. Internet Explorer). These users do not require any program files installed on their computer. Both the program and the database reside on their company's network server. Browser Mode Users do not have the ability to work offline because they do not have a local copy of the database installed on their computer.

Cash Advance Request

You, the Submitter, may create and submit a cash advance request should you need a cash advance to pay for business related expenses you expect to accrue on a upcoming business trip.

Related Information:

- Permission to create cash advance requests must be given by the Application Administrator.
- Cash advance requests are created using the Cash Advance Request window.
- When a cash advance request is approved the requested amount will be applied to the Submitter's Outstanding Cash Advance balance, which is displayed on the ER Summary tab of the Expense Report window.
- When the Submitter uses the cash advance to pay for business expenses, the Submitter must Outstanding Cash Advance balance must be reduced on their expense report. For more details see Reconciliation of Outstanding Cash Advances.

Corporate Approval Chains

Created by the Application Administrator, a Corporate Approval Chain is a group of Approvers assigned to approve the same expense report or cash advance request. A Corporate Approval Chain cannot be modified by a Submitter.

Note: A Submitter may add Corporate Approval Chains to his/her approval hierarchy from the List of Chains tab on the Approval Hierarchy window.

Currency Codes

Country	Currency	SIC Code
Algeria	Algerian Dollar	DZD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Austrian Shilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BBD
Barbados	Barbados Dollar	BDT
Belgium	Belgian Franc	BEF
Bermuda	Bermudian Dollar	BMD
Brazil	Real	BRL
Bulgaria	Lev	BGL
Canada	Canadian Dollar	CAD
Canary Islands	Spanish Peseta	ESP
Cayman Islands	Cayman Dollar	KYD
Chili	Chilean Dollar	CLP
China	Yuan Renmimbi	CNY
Costa Rica	Costa Rican Colon	CRC
Cyprus	Cypriot Pound	CYP
Czechoslovakia	Czeck Koruna	CSK
Denmark	Danish Krone	DKK
Dominican Republic	Dominican Peso	DOP
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
European Community	European Curr unit	XEU
Faeroe Islands	Danish Krone	DKK
Fiji	Fiji dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
Germany	Deutschemark	DEM

Continue on next page...

Currency Codes, continued

Country	Currency	SIC Code
Ghana	Cedi	GHG
Greece	Drachma	GRD
Guatemala	Quetzal	GTQ
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Icelandic Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Ireland	Irish Pound	IEP
Italy	Italian Lira	ITL
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Kenya	Kenyan Shilling	KES
Korea	Won	KRW
Lebanon	Lebanese Pound	LBP
Liechtenstein	Swiss Franc	CHF
Malaysia	Malaysian Ringgitt	MYR
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Nuevo Peso	MXN
Monaco	French Franc	FRF
Morocco	Moroccain Dirham	MAD
Netherlands	Netherlands Guilder	NLG
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba Oro	NIO
Norway	Norwegian Krone	KOK
Oman	Rial Omani	OMR
Pakistan	Pakistan Rupee	PKR
Papua New Guinea	Kina	PHP
Philippines	Phillipine Peso	PHP
Poland	Zloty	PLZ

Continue on next page...

Currency Codes, continued

Country	Currency	SIC Code
Portugal	Portugese Escudo	PTE
Saudi Arabia	Saudi Riyal	SAR
Scotland	Pound Sterling	GBP
Singapore	Singapore Dollar	SGD
Spain	Spanish Peseta	ESP
Sweden	Swedish Korona	SEK
Switzerland	Swiss Franc	CHF
Tahiti	CFP Franc	XPF
Taiwan	New Taiwan Dollar	TWD
Thailand	Thailand Bhat	THB
Trinidad & Tobago	Trinidad and Tobago Dollar	TTD
Turkey	Turkish Lira	TRL
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
Uruguay	Uruguayan Peso	UYP
Venezuela	Bolivar	VEB
Zambia	Kwatcha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

Default Financial Code

A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report.

A user can modify their Default Financial Code from the Personal Profile window. If a user does not have permission to alter their Personal Profile, then the Application Administrator will need to set up the user's Default Financial Code.

Note: If your company has activated the Financial Code Cascade feature, then each new expense item will copy the financial code from the previous expense item. See the topic *Financial Code Cascade Feature* for more information.

Event Log

A chronological list of events associated with a particular expense report or cash advance request (e.g. Submitted, Rejected). A file's event log can be displayed from the Event Log window. For a list of event log events, see the topic *Event Log Events*.

Expense Category

The Application Administrator has created a pre-defined list of expense categories that will cover all your potential business expenses. When you add a business expense to an expense report you must select, from the Category drop-down list, the expense category that best describes your expense.

Example

The screenshot shows the 'ER Details' tab of an expense report. A dropdown menu is open for the 'Expense' field, showing a list of categories. A red arrow points to the dropdown arrow, with the text 'Expense Category drop-down list.' next to it.

Each expense category is assigned a guideline amount which states the limit you are allowed to claim as a company expense. This guideline amount can be seen in the Guideline field located in the bottom right corner of the ER Details tab.

/State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

File Number

An expense report or cash advance request is assigned a file number by the application when the file is first created. The file number is a unique number made by combining:

- Your employee ID
- A two-letter code indicating whether the file is an expense report or cash advance request
- Report number (e.g. 440103-ER26).

File Types

A file may either be an expense report or a cash advance request.


Financial Codes

Financial codes allow a company to categorize the travel and entertainment expenses of its employees. For example, a single group of financial codes could monitor a company's expenses according to service providers, department, or location.

Each financial code is comprised of code segments representing specific levels of information. To select a financial code, a user must select the necessary segment codes that make up the appropriate financial code.

The Application Administrator is responsible for creating all financial codes.

Flag

If a user claims an expense item that exceeds the company guideline set for the selected expense category (e.g. airfare, entertainment, etc.), a red flag  will appear beside the user's expense report on the Activity Summary window.

Example

A user claims a \$200.00 entertainment expense item on their expense report. The company guideline amount for the expense category "Entertainment" is set at \$100.00. As a result, the user will receive an error message stating "the value you have entered in the amount field exceeds the company guideline". The Amount field will also appear in red to indicate that the expense amount exceeds the company guideline. If the user saves the new expense report, the report would appear on the Activity Summary with a red flag beside it.

Note: The Application Administrator is responsible for assigning company guideline amounts to each expense category.

Group Category Daily Threshold

This feature can be used by the Application Administrator to group several expense categories into one group and assign the group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "MEALS". By assigning a threshold limit to this group, you could limit the total amount a user could claim on meals for a single day.

Result

If a user attempts to submit an expense report containing one or more expense items that have exceeded their Group Category Daily Threshold limit, the Group Category Threshold window will appear to warn the user of the threshold violation.

ER Summary		ER Details			
1	04 Oct 2000	Breakfast	101.A01AAV	United States	75.00
	Expense	Harveys	Client	Breakfast at Harveys	1 People
2	04 Oct 2000	Lunch	101.A01AAV	United States	75.00
	Expense	Mcdonalds	Client	Lunch at McDonalds	1 People
3	04 Oct 2000	Dinner	101.A01AAV	United States	75.00
	Expense	Rosa's Restaurante	Client	Dinner at Rosa's	1 People

Group Category Threshold					
Group Name	Date	Daily Threshold	Total Amount	Excess Amount	
MEALS	04 Oct 2000	200.00	250.00	50.00	

The total amount exceeds daily threshold. Please correct any exceeding amount.

OK Help

Set-up Option

When setting up the Group Category Threshold feature, the Application Administrator has the option to either:

- a) Not allow the user to submit the expense report without complying with the daily threshold limit.


- or -

- b) Allow the user to submit the expense report with or without complying with the daily threshold limit. If the report is submitted with a violation, the Approver will receive the violation message when he/she examines the report.

Guideline Amount

Each guideline level is assigned a guideline amount for each expense category. The guideline amount determines how much each employee is allowed to claim as a business expense for a particular expense category. When you claim an expense item that exceeds your guideline limit, your expense report will be flagged when you submit it for approval.

Example Scenario

A department manager is assigned (by the Application Administrator) the guideline level "Manager", which has a guideline amount of \$300.00 for the expense category "Airfare". If this manager creates an airfare expense item that exceeds \$300.00, then a red flag  will appear beside user's the expense report on the Activity Summary window.

Related Information

When a user is creating an expense item, as soon they select an expense category from the Category field, the Guideline field will display the user's guideline amount for that particular expense category. The Guideline field is located in the bottom right-hand corner of the ER Details tab.



/State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

Guideline Level

Your Application Administrator has created a list of guideline levels that are used to group employees according to the limit they are allowed to claim as a business expense for each expense category (airfare, entertainment, etc.). The purpose of the guideline level is to provide a company-wide solution to restricting employees from claiming expenses that exceed the company's guideline policies.

Example Scenario

- A department manager is assigned the guideline level "Manager" in their personal profile.
- A sales person is assigned the guideline level "Sales".
- The guideline level "Manager" is assigned a guideline amount of \$300.00 for the expense category "Airfare". Therefore, the department manager will be allowed to claim an airfare expense of up to \$300.00.
- The guideline level "Sales" is assigned a guideline amount of \$200.00 for the expense category "Airfare". Therefore, the sales person will be allowed to claim an airfare expense of up to \$200.00.

Continue on next page...

Violation Consequences



If an employee claims an expense item that exceeds a guideline amount, the following counter measures will be activated:

- The user will receive an error message stating "the value you have entered in the amount field exceeds the company guideline".
- The Amount field will appear in red to indicate that the expense amount exceeds the company guideline.

Note: The company guideline amount for the selected expense category is allows displayed in the Guideline field.



/State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

- If the user saves an expense report containing a guideline violation, the report will appear on the Activity Summary with a red flag  beside it.
- Expense reports that contain guideline violations cannot be auto approved.
- If the user submits the expense report for approval, when an Approver receives the report in their Approver Summary window, a red flag  will appear beside the expense report.

Related Information

- A user may view their assigned guideline level on the Personal Profile window (on the User Information tab).

Hotel Folio

Use the Hotel Folio feature to record your individual hotel expenses when completing an expense report. For instance, most corporations require that their employees list all their hotel expense claims separately. For more information, see the topic *Creating a Hotel Folio*.

Note: You may also use the Hotel Folio Wizard to assist you with completing your Hotel Folio.

Hotel Folio Wizard

The Hotel Folio Wizard can assist you with completing your Hotel Folio when recording individual hotel expenses on an expense report.

Note: The Folio Wizard check box ☒ must be selected on your Personal Profile window before you can use the Hotel Folio Wizard.

Local Area Network

The cable network that connects your computer to the network server, printer, and other computers in your office.

Login ID

The user name each user must enter at the Login window when first starting the application.

M&IE Allowance

- Per diem users are entitled to claim an M&IE (meal and incidental expenses) allowance for each day of their trip.
- Per diem meal rates are based on location and season. Each year the U.S. General Services Administration (GSA) establishes domestic per diem rates for the 48 contiguous States and the District of Columbia, otherwise known as CONUS.
- Per diem users can claim their M&IE allowance using the Meals & Incidentals Details window.
- The government will only grant a user 75% of their regular M&IE allowance for the first and last days of a trip since those days are normally spent traveling to and from the trip destination.

Modem

A peripheral computer device, which, when connected to your personal computer or laptop, sends and receives data via telephone lines from another computer.

Net Amount

The Net Claim on an expense report is the total amount of expenses being claimed minus the total personal expenses of the Submitter.

Offsets

See the topic *Offsets – An Overview*.

Outstanding Cash Advances

Each time you, the Submitter, are approved for a cash advance request, the request amount is added to your Outstanding Cash Advance balance. This balance will appear in the Outstanding Cash Advance field on the Expense Report window.

Example



Related Information

- It is the Submitter's responsibility to reduce their Outstanding Cash Advance balance. For more details see the topic *Reconciliation of Outstanding Cash Advances*.
- Use the Outstanding Cash Advance window to examine your OCA balance.

Per Diem

Per diem is a daily allowance for lodging, meals, and incidental expenses which is eligible to government employees, contractors or sub-contractors.

Per diem rates are based on location and season. Each year the U.S. General Services Administration (GSA) establishes domestic per diem rates for the 48 contiguous States and the District of Columbia, otherwise known as CONUS.

Using the Expense Report program, users are able to claim their per diem expenses.

Before a user can claim a per diem expense, the Application Administrator must assign the user per diem access.

Per Diem Lodging

A per diem expense category. The rate for per diem lodging is based on per diem Guidelines, which are determined by location and season.

Per Diem Meals

A per diem expense category. Per Diem Meals is calculated on a per diem basis. The per diem rate for a per diem meal is based on the Per Diem Guidelines, which are determined by location and season.

Per Diem Rates

The form from which Per Diem Guidelines originate. A per diem rate is a daily allowance based on the category, location and season.

Personal Approval Chains

Created by the Submitter, a personal approval chain contains a group of Approvers whom the Submitter has chosen to approve his/her expense report or cash advance request. A personal approval chain can only be used and modified by the Submitter who created the chain.

Note:

- Personal approval chains are created on the Define Personal Chain Tab of the Approval Hierarchy window.
- A Submitter must be authorized by the Application Administrator to create personal approval chains.
- At least one Approver in every approval chain should have an approval threshold of \$0.00.

Personal Pick List

Each user has a personal pick list which they can use to store frequently used financial codes, expense providers, and line purposes. When creating an expense report, you may open the Pick List window to quickly apply a provider or a line purpose description to an expense item.

- To select an expense provider from the Pick List window, click once inside the **Providers** field, then click the ☐ button beside the field.

08 May 2001	Category*	FC*
Expense	<input type="checkbox"/>	Line Purpose

- To select a line purpose description from the Pick List window, click once inside the **Line Purpose** field, then click the ☐ button beside the field.

08 May 2001	Category*	FC*
Expense	Provider	<input type="checkbox"/>

- To select a financial code from the Pick List window, click once inside the FC field, then click the ☐ button beside the field.

08 May 2001	Category*	<input type="checkbox"/>
Expense	Provider	Line Purpose

Note:

- Use the Create Personal Pick List Window to add expense providers and line purposes to your personal pick list.
- When a financial code is created using the Financial Code Builder window, the financial code is automatically added to your personal pick list.

Personal Split Formula

A Personal Split Formula stores the financial codes and split percentages you use most often when splitting the cost of an expense item between two or more financial codes. Using a Split Formula saves you the time entering the split information manually.

Provider

The name of the expense item supplier (organization or store).

Proxy Approver

If an Approver is incapable of performing his/her approval duties (on business or personal trips, etc.), a Proxy Approver can be assigned to perform those approval obligations. Duties include approving/rejecting expense reports and cash advance requests. The Proxy Approver will also receive email on behalf of the host Approver.

An Approver can choose his/her own Proxy Approver from the Defaults tab on the Personal Profile window.

Reason

Given when the amount of an expense item exceeds the Per Diem Guideline. The Approver and/or the Auditor will see the reason when a per diem expense report is submitted.

Reimbursement Amount

The total amount being claimed as a reimbursable business expense by a Submitter on an expense report. Once the expense report has been approved, the reimbursement amount represents the amount owed to the Submitter by the corporation.

Rejected

A file status indicating that the expense report or cash advance request was rejected by an Approver.

Report Number

A number automatically generated by the application to uniquely identify your expense report. It is also shown as the last two or three digits of the File Number.

Reroute

When a file becomes stale during the approval process, both the Submitter and the Application Administrator have the option to reroute the file to another Approver.

Service Access

Service Access is a feature that allows a user to give another user login access to their login account to create/modify an expense report on their behalf.

Note: All approving, submitting, and auditing functions are disabled, as well as access to the host user's Personal Profile information

Example: If a manager needed his/her secretary to record expense reports on his/her behalf, the manager could give the secretary Service Access rights to his/her login account.

Shared Service

A user, who has been granted Shared Service access, may log into the program using another person's login ID, thereby allowing that person to create, modify, and submit expense reports on behalf of the host user.

Example: A group of salesmen could assign a single person to record their expense reports.

Note: The Application Administrator has the authority to grant a user Shared Service access.

Skipped

When an Approver has allowed a file to become stale, both the Application Administrator and the Submitter have the option to skip the Approver. As a result, the file will be automatically forwarded to the next Approver in the file's approval hierarchy.

Note:

- You cannot skip the last approver in the file's approval hierarchy. An error message will appear if you attempt to skip the last approver. You can only reroute the file to another Approver. See the topic *Reroute Files to Another Approver* for more information.
- The Submitter may skip an Approver from the Reroute Stale File window.
- If either the Submitter or the Application Administrator skips an Approver, the file's Event Log will display a "Skipped" event along with the name of the Submitter or the Application Administrator.

Sort

A function used to list expense reports in a specific order. Items are sorted by; Item Number, Category, Date, Financial Code, and GL Code. After sorting items within an expense report, it is not possible to save the items in their sorted order; they automatically revert back to the way in which they were entered.

Stale

If an Approver fails to approve or reject an assigned file within the stale date interval, that file will become "stale". Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver
- - or -
- Skip the Approver Who Allowed the File to Become Stale

Note:

- The Application Administrator decides who receives stale files. The Application Administrator also sets the stale date interval.
- When a stale file is sent back to the Submitter, the file will appear on the Activity Summary window with the status "Stale, Please Reroute".
- When a stale file is sent back to the Submitter, the Submitter must reroute the file to another Approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

Stale Date Interval

The designated time period in which an Approver must either approve or reject an assigned expense report or cash advance request. If an Approver does not approve or reject a file within the stale date interval, the file will become "stale".

The stale date interval is set by the Application Administrator.

Note: When a stale file has been sent back to the Submitter, the Submitter must reroute the file to another Approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

Submitted

This file status indicates that the expense report or cash advance request has been submitted for approval.

Submitter

The individual who prepared and submitted the expense report or cash advance request.

Submitter Threshold

The total limit a Submitter is authorized to claim on their expense report.

The Application Administrator is responsible for setting up a user's submitter threshold. A user can view their submitter threshold on the Personal Profile window (Threshold Amount field).

If a user's submitter threshold amount is set to \$0.00, then the user will be ineligible for having their expense reports auto-approved.

Tax Rules

A Tax Rule is a formula the expense report software uses to determine how an expense item is taxed depending on the location where the item is purchased. Each location in your database uses one of the following three Tax Rule formulas:

· Single	Expense Amount = Base Amount (Tax Rate + 100%)
· Additive	Expense Amount = Base Amount (Tax Rate 1 + Tax Rate 2 + 100%)
· Compound	Expense Amount = Base Amount x (Tax Rate 1 + Tax Rate 2 + (Tax Rate 1 x Tax Rate 2) + 100%)

Example

The province of Ontario applies both a federal and a provincial tax, at an additive rate, to most consumer goods.

Note:

- Tax Rules are set-up by the Application Administrator.
- The Tax Rule applied to an expense item can be displayed on the Tax Details window.

Trip

See the topic *Trip – An Overview*.

Unsubmitted

A file status indicating that the expense report or cash advance request has been saved but has not yet been submitted for approval.

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